

INJURY ILLNESS & PREVENTION PROGRAM



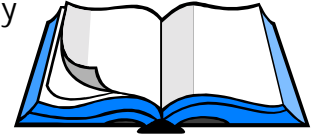
Effective Date: 11/15/00

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SAFETY POLICY STATEMENT

At the City of Chula Vista, we are serious when it comes to health and safety. We want to provide a clean and healthful workplace for our workers, avoid the needless pain and suffering associated with accidents. **We are committed to a successful accident prevention program** that includes the identification and correction of hazards and training of employees in safe work practices. We strive to comply with all safety and health standards and we expect the full cooperation of our employees so that we can be proud of our safety record.



TO ALL EMPLOYEES

The management of the City of Chula Vista has developed a comprehensive Injury and Illness Prevention Program. The goal of this program is to minimize the frequency and severity of employee accidents and to comply with the laws and regulations that pertain to our operations. This program has been designed to **eliminate physical hazards** from the work environment and to train employees in safe work practices.

Accident prevention is an integral part of any successful organization. We recognize that accidents not only cause physical and mental pain to employees, but are also costly in terms of dollars and lost production. Efficient accident prevention can be directly related to **better application of taxpayer's money.**

A large, black-outlined speech bubble with a tail pointing towards the bottom right. Inside the bubble, the words "SAFETY" and "FIRST" are written in a bold, black, sans-serif font, stacked one above the other.

**SAFETY
FIRST**

Although the ultimate responsibility for the safety program lies with the City's managers and supervisors, the program cannot succeed without the cooperation of all our employees. **Everyone must be one hundred percent safety conscious** in everything he or she does while on the job. We are confident that with a sincere and concentrated effort from everyone, our safety goals can be achieved.

CITY MANAGER'S STATEMENT

NOTICE TO ALL EMPLOYEES


It is my desire that the City of Chula Vista provide a place of employment, free from recognized hazards, with the safest possible working conditions. Accidents cause untold suffering and financial losses to our employees and their families. In addition, they cause an unnecessary drain of tax dollars used to pay medical expenses as well as in lost time from the job.

In fulfilling this goal, we have established a Safety Program in Risk Management - Division of Human Resources, whose responsibility it is to implement a comprehensive safety and loss prevention program for all employees in our organization. The office of Risk Management recommends, formulates and manages those programs and activities that will minimize or eliminate unsafe conditions in the workplace, as well as provides training in all aspects of the work environment, which enhances safety awareness and increased productivity.

It is our desire and intent that the consideration of safety for the employee in performance of daily assignments bear as high a priority as the decision to commit funds to complete a task that must be done. This program is an integral part of our operational procedures, and the emphasis it places upon controlling losses is nothing more than an emphasis on good management practices.

We want all employees to know that every reasonable step has been taken to reduce the potential of accident or injury related to their employment. We encourage the support of each and every employee to that end.

Sincerely,



David D. Rowlands, Jr., City Manager

RESPONSIBILITIES

DESIGNATION OF RESPONSIBILITY

- The Risk Manager and or his/her designee have been assigned the responsibility and authority to manage the Injury and Illness Prevention Program (IIPP) for the City of Chula Vista. We realize that the ultimate responsibility for safety and health in the workplace still rests with:



ALL EMPLOYEES...are responsible for the timely reporting of safety hazards in the workplace. Employees are also responsible for following general safe work practices, as well as the safe work practices specific to their jobs.

LINE SUPERVISORS...are responsible for implementing and maintaining the IIPP in their work areas and for answering worker's questions about the Program.

DEPARTMENT HEADS...have the ongoing responsibility to ensure departmental implementation of the IIPP and to insure the health and safety of our workers. This is accomplished by communicating the City's emphasis on health and safety, analyzing work procedures for high hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

SAFETY COMMITTEE...will track timely correction of workplace hazards and receive and review reports of unsafe conditions, workplace inspection reports, accident and injury illness reports.

Specifically, **THE SAFETY COMMITTEE** will:

- Review the results of periodic**, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review supervisors' investigations** of accidents and injuries to ensure that all causes have been identified and corrected.
- Where appropriate, **submit suggestions** to department management for the prevention of future incidents.
- Review alleged hazardous conditions** brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- When determined to be necessary by the Committee, the Committee may conduct **its own investigation of accidents** and/or alleged hazards to assist in establishing corrective actions.
- Submit recommendations** to assist department management in the evaluation of employee safety suggestions.

The City's Safety Committee has the ongoing responsibility to maintain and update this IIPP, to assess departmental compliance with applicable regulations and City policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. This Committee may use sub-committees to assist in these responsibilities. An example of this would be the Public Works Operations Safety Committee.

Membership

To carry out the safety program, a Safety Committee composed of the following membership is established. It shall be made up of middle management employees from the following departments:

- A Safety Committee Chairperson who is the SR Risk Management Specialist - Safety. This member will represent Human Resources, Management & Information Services, Community Development, the Nature Center and any other unspecified division or department.
- One employee from City Administration representing City Administration, City Attorney, City Clerk, and City Council.
- The Battalion Chief in charge of Training for the Fire Department.
- One employee from Police Department Administrative Services representing all divisions of the Police Department.
- One employee from the Library representing all divisions of the Library.
- One employee of the Streets/Sewer Maintenance Section of Public Works Operations representing all sections of Public Works Operations.
- One employee of the Parks Maintenance Division of Public Works Operations.
- One employee of the Parks Planning and Recreation Division.
- One employee of the Construction and Repair division of Public Works Operations.
- One employee representing from the Public Services Building representing the departments of Finance, Public Works Engineering, and Planning and Building.
- One employee from Risk Management to serve as administrative support.



Appointments

Each director of represented departments shall appoint to the Safety Committee the employee(s) who will serve as members.

Appointments of Safety Committee members shall normally be for a period of two (2) years except for those members appointed by classification. Fifty percent of the committee will be replaced each year to retain knowledge and continuity on the committee

ENSURING COMPLIANCE

Item number (2) in Section 3202 of California Code of Regulations, Title 8, Cal/OSHA Standards states: "...compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices."

To this end the City will ensure compliance with this program by developing effective training programs, using policies on discipline as outlined in the City's Civil Service Rules and through recognizing employees who follow safe work practices.

The City will provide employees with a safe and healthful place to work and employees are expected to comply with and follow "City" rules and regulations.

Any employee who is discovered to be in possession of or under the influence of alcohol or controlled substances will be subject to the City's Substance Abuse Policy.



EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training essential to an employee's job is provided at no cost to the employee and is conducted during the employee's normal working hours on City time. Safety training will be presented by a knowledgeable supervisor, qualified outside consultant, other department personnel, or by representatives from other relevant City departments. Regardless of the instructor, all safety training will be documented using the "Safety Training Record" [IIPP FORM 7] or an equivalent record that includes all the information required on [IIPP FORM 7]. Risk Management will maintain this document for a period of at least three (3) years.

Initial IIPP Training

When the IIPP is first implemented, all department personnel will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the staff of Risk Management's Safety Program or appropriate supervisor. These individual-training sessions will be documented using [IIPP FORM 5], "Employee Safety Orientation," or the equivalent. This document must also be forwarded to the employee's personnel jacket and kept by the employee's department for at least one (1) year.



Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for **new employees** and whenever a **new hazard** is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new

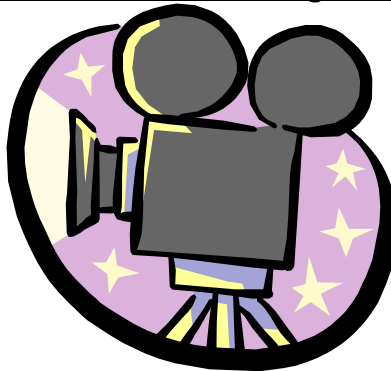
Or previously unrecognized hazard. This training can be documented, and facilitated using [IIPP FORM 5A], "Job Safe Practice Orientation".

Specific topics which may be appropriate to department personnel include but are not limited to the following:

- Back care, body mechanics, and proper lifting techniques
- Bloodborne Pathogens
- Chemical spill reporting procedures
- Confined Space
- Defensive Driving
- Disaster preparedness and response, including building evacuation procedures
- Fire prevention plan
- Fire extinguisher use
- Hazard communication, including training on MSDS, chemical hazards and container labeling
- Health and safety for computer users
- Hearing Conservation
- Obtaining emergency medical assistance and first aid
- Personal Protective Equipment
- Proper housekeeping
- Respiratory Protection
- Traffic Control and Flagger Safety
- Trenching and Shoring

Safety Videos

Videos are available through Risk Management on a wide range of topics, including hazard communication, chemical safety, and various physical hazards. Videos may be used to supplement, not replace, face-to-face safety instruction, so that **trainees have an opportunity to ask questions of a knowledgeable instructor.**



IDENTIFYING UNSAFE CONDITIONS

SYSTEM FOR IDENTIFYING UNSAFE CONDITIONS AND PRACTICES

The **methods** used to identify unsafe conditions and practices will include several different techniques, including a review of pertinent safety orders, job safety analysis, self-inspection checklist, reviews of accident statistics and information developed by qualified outside consultant(s). Written documentation from these sources will be used to document compliance with Standard 3203 requirements.



Two formal methods of hazard identification are included here:

- **JOB SAFETY ANALYSIS (JSA).**

Supervisors may complete the analysis and the finished product can be used as a training tool. A sample worksheet [**IIPP FORM 10**] is included with a brief outline of the steps to follow.

- **PERIODIC SAFETY INSPECTIONS.**

[IIPP FORM 9]

Inspection frequency will depend on the type of inspection to be completed. Daily, weekly, monthly, and annual intervals. The following will be used as a guideline:



- **Daily:** High hazard or frequently changing operations or equipment (forklifts, confined space equipment, trenching equipment)
- **Weekly:** High hazard areas (flammable storage areas and construction sites)
- **Monthly:** Workshops, maintenance buildings, fleet services
Offices, grounds, parking lots
- **Annual:** Comprehensive, inclusive inspections {refer to IIPP FORM 9}

All Completed checklists will be sent to Risk Management for review.

CORRECTING HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or **during normal operations must be corrected by the supervisor in control of the work area**, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include but are not limited to the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining and documentation on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor.



Supervisors should use the **"Hazard Correction Report" [IIPP FORM 6B]** to document corrective actions, including projected and actual completion dates. If necessary, supervisors and employees can seek assistance in developing appropriate corrective actions by submitting a **[IIPP FORM 6A] "Report of Unsafe Condition"** to the Safety Committee. If the Safety Committee requires assistance from other resources, the resources should be contacted immediately. Under Cal-Osha

IMMINENT HAZARDS

If the problem that poses an immediate danger of serious harm or bodily injury cannot be corrected immediately, the operation shall be stopped until the necessary repairs can be made. Equipment may be physically locked or tagged out in an obvious way and employees, supervisors and managers should be notified of the situation.

If an imminent hazard exists, work in the area should **cease**, and the appropriate **supervisor must be contacted** immediately. If the hazard cannot be immediately corrected without endangering employees or property, all **personnel need to be removed** from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

INVESTIGATING INJURIES & ILLNESSES

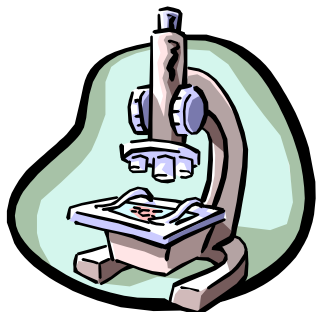
INJURY REPORTING

Employees who are injured at work must report the injury immediately and no later than the end of their shift to their supervisor. If immediate medical treatment beyond first aid e.g.: loss of consciousness, serious bleeding, broken bones or suspected spinal injuries, is needed, call 911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call **Sharp Rees-Stealy Occupational Medicine at 585-4050**.

The supervisor of the injured employee must work with their departmental payroll clerk and Risk Management to ensure that the **“Employer’s Report of Occupational Injury or Illness” [IIPP FORM 1]** and a **“Workers’ Compensation Claim Form” [IIPP FORM 2A and 2B]** are completed properly and submitted to the Risk Management office.

If the injured employee sees a physician, the supervisor shall obtain a medical release form **before** allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

INJURY INVESTIGATION

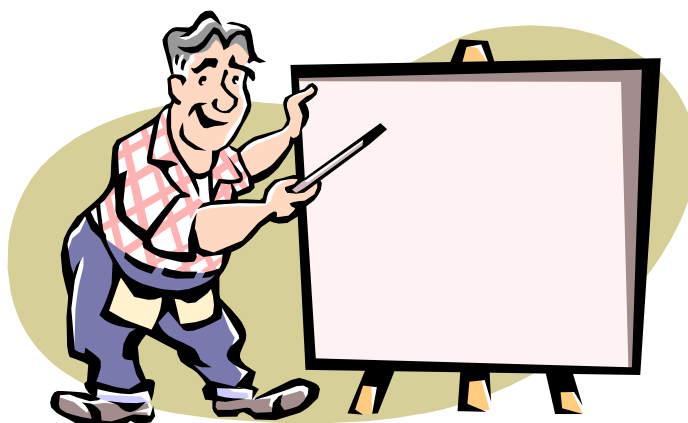


The employee’s supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. This form should be completed within 24 hours of the occurrence. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel
- Interview all witnesses using **“INJURY INVESTIGATION REPORT” [IIPP FORM 4]**
- Examining the injured employee’s workstation for causative factors
- Reviewing established procedures to ensure they are adequate and were followed
- Reviewing training records of affected employee(s)
- Determining all contributing causes to the accident [equipment, material, people]
- Taking corrective actions to prevent the accident/exposure from reoccurring
- Recording all findings and actions taken

The supervisor’s findings and corrective actions should be documented and presented to the Safety Committee using the **“SUPERVISOR’S INVESTIGATION REPORT” [IIPP FORM 3]**. If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the Safety Committee and Risk Management.

The Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the Committee. Corrective actions that are not implemented in a reasonable period of time will be brought to the attention of the City Manager and the Risk Manager by the Safety Committee.



COMMUNICATING WITH EMPLOYEES

Supervisors are responsible for communicating with all workers about safety and health issues in a form **readily understandable** by all workers. **All department personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal.**

The Safety Committee is another resource for communication regarding health and safety issues for department employees. Each employee has a representative on the committee that will inform him or her of hazard corrections and committee activities. Additionally, Safety Committee minutes and other safety-related items are posted at department bulletin boards. Employees will also be informed about safety matters by **e-mail, voice mail**, or by distribution of **written memoranda**. Occasionally, the Safety Committee will also sponsor **seminars** or **speakers** or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that **employees are supplied access to hazard information** pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (**MSDS**, see below), equipment **operating manuals**, Risk Management, container **labels** and work area **postings**.



MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) provide information on the potential hazards of products or chemicals. Hard copies of MSDS for the chemicals used in the department are available in the MSDS book located in your department. If an MSDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.

For further information, contact the Sr. Risk Management Specialist - Safety for a fact sheet explaining how to use MSDS. Videos and training on how to read and understand the information presented on an MSDS are also available from Risk Management.

EQUIPMENT OPERATING MANUALS

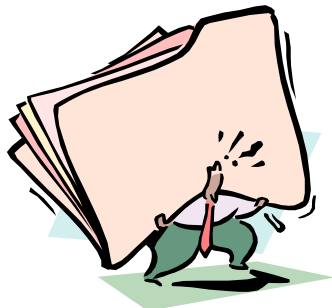
All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals **will be kept with each piece of equipment** in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

RECORD KEEPING

Documents related to the IIPP are maintained in **Risk Management Division of Human Resources**.

CERTAIN DOCUMENTS RELATED TO THE IIPP MUST BE KEPT BY RISK MANAGEMENT FOR AT LEAST ONE (1) YEAR.

These records include:



- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions [**IIPP FORMS 6A, 6B, 9**].
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered [**IIPP FORMS 7, 8**].

OTHER DOCUMENTS RELATED TO THE IIPP THAT WILL BE KEPT ON FILE BY RISK MANAGEMENT INCLUDE:

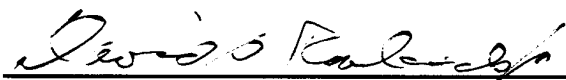
- Reports of Unsafe Conditions or Hazards [**IIPP FORM 6A**].
- Safety Meeting Documentation [**IIPP FORMS 7, 8**].
- Hazard Correction Reports [**IIPP FORM 6B**].
- Accident, Injury or Illness Investigation Reports [**IIPP FORMS 2B, 3, 4**].

MISCELLANEOUS

THE FOLLOWING SPECIFIC PROGRAMS ARE PART OF THE OVERALL INJURY AND ILLNESS PREVENTION EFFORT. EACH HAS ITS OWN WRITTEN PROGRAM AND FALLS UNDER THIS IIPP PROGRAM:

- BLOODBORNE PATHOGENS & EXPOSURE CONTROL PLAN
- CONFINED SPACE ENTRY
- CONFINED SPACE RESCUE
- CONTROLLED SUBSTANCE AND ALCOHOL MISUSE FOR CLASS A/B DRIVERS
- EMERGENCY ACTION PLANS
- ERGONOMIC EVALUATION PROGRAM
- FALL PROTECTION
- FIRST AID / CPR
- FORKLIFT OPERATIONS
- HAZARD COMMUNICATION
- HAZARDOUS MATERIALS BUSINESS PLANS
- HEARING CONSERVATION
- HEAVY EQUIPMENT OPERATOR
- LOCKOUT/TAGOUT
- RESPIRATORY PROTECTION
- TRAFFIC CONTROL AND FLAGGER SAFETY
- TRENCHING AND SHORING
- TRENCH RESCUE
- WORKPLACE VIOLENCE PREVENTION POLICY

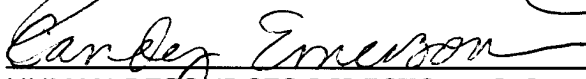
THIS IIPP PROGRAM IS HEREBY APPROVED AND MADE EFFECTIVE ON THE FIRST DAY OF NOVEMBER, 2000 BY:



CITY MANAGER - SIGNATURE



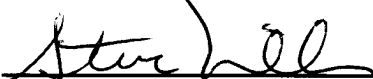
CITY ATTORNEY - SIGNATURE



HUMAN RESOURCES DIRECTOR - SIGNATURE



RISK MANAGER - SIGNATURE



IAFF PRESIDENT - SIGNATURE



CVLA PRESIDENT - SIGNATURE



POA PRESIDENT - SIGNATURE



WCE PRESIDENT - SIGNATURE

CAL OSHA: 3203 Injury and Illness Prevention Program

HISTORY NOTE

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices.

Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;


(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
 2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
 3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
 4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
 5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
 6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
 7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
 8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
 9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
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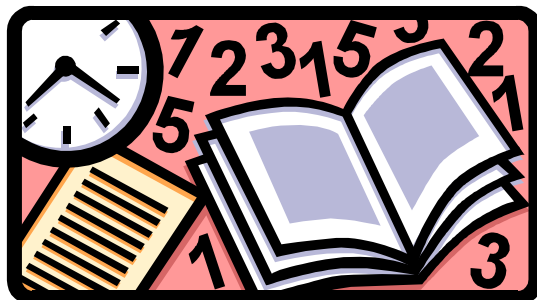
Codes of Safe Practice

Not all of the safety procedures discussed in this section will pertain to all City operations at all times. When employees encounter job tasks that they do not routinely perform but are included in the Codes of Safe Practice, they are encouraged to use the Codes as guidelines to working safely in any work environment.

GENERAL SAFETY RULES

Safety means efficient performance. Safety must, therefore, be a part of the planning for every job, equal in importance to all other operational considerations. Observing the safety procedures contained in this manual will make City operations safer, for every employee must be alert to the possibility of improvement. People are constantly finding new ways to do things. The new ways are not always safer, or even an improvement in any sense perhaps, but it is possible to find safer ways to do things that are improvements upon established methods. Employee suggestions for improvements of work conditions and work procedures are welcomed, in fact, invited. Changes must not be made, however, until suggestions have been evaluated and revision of the current procedure has been approved.

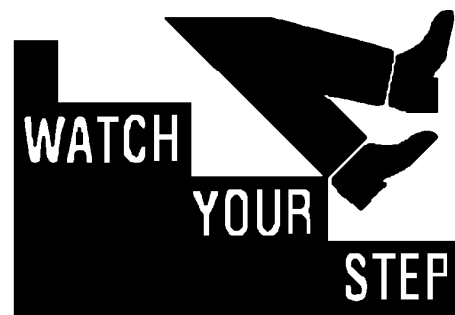
Unsafe conditions and unsafe procedures must be identified before they can be corrected. Damage to property and injury to employees and to the general public occurs regularly as a result of hazardous conditions at public facilities and in public rights-of-way. Damage and injury from such conditions often becomes the basis for claims and lawsuits against the City and represents significant expense to the City in administration and in settlements. Some conditions that appear often are street damage or construction not adequately marked or barricaded, sharp edges or bolts protruding on playground equipment, unsafe equipment in use and unsafe operation of City vehicles and equipment. To minimize the losses the City suffers, it is extremely important that all employees report hazardous conditions through their department head so that appropriate corrective action will be taken at the earliest possible time. Reporting forms [IIPP Form 6A] are available in the Risk Management Division of Human Resources or telephone reports may be made to Public Works Maintenance, 691-5027.



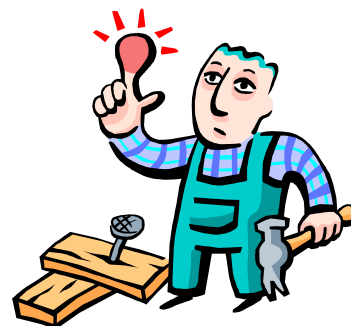
All INCIDENTS should be reported, whether personal injury or property damage is involved or not. Remember - the "near misses" are danger signals. The accident you prevent may be the one that could have injured you. **(REMEMBER - AN ACCIDENT IS ANY UNPLANNED EVENT THAT INTERRUPTS PRODUCTION.)**

The following general safety procedures are established:

1. Report all personal injuries, no matter how minor, to your immediate supervisor as soon as possible. This must be done whether the injury resulted in lost time from work or required medical attention or not. Prompt reporting of accidents is a requirement under Federal and CAL-OSHA Laws and the Workers' Compensation Law. Failure to do so may result in a delay or denial of your claim for benefits.
2. The City does not expect you to take any unnecessary chances to work under hazardous conditions. Learn the right way to do your job. That will be the safe way. If you are not sure you thoroughly understand the job, ask your supervisor for further instructions.
3. Avoid horseplay and practical jokes on the job. Any employee participating in such activities shall be subject to disciplinary action.
4. Drinking of alcoholic beverages on the job is prohibited. Any employee reporting to work under the influence of alcoholic beverages during working hours shall be subject to disciplinary action.
5. Work at a speed consistent with safety. "FOOLISH HURRY", such as running in passageways or on stairs, is dangerous.
6. Keep yourself in good physical condition to do a day's work.
7. Use the handrails on stairs or on elevated places.
8. Jumping from an elevation such as a table, bench, vehicle bumper, or platform, is liable to result in serious injury. "DON'T DO IT."
9. Always inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are defective to an unsafe degree.
10. Remove splinters from work benches, tables, bins, shelves, or chairs before someone is injured.
11. Remove, cut off, or hammer down protruding nails, staples, or steel straps.
12. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed by.
13. Obey warning tags and signs. They are posted to point out hazards.



14. Operate only the machinery or equipment you have been authorized and trained to operate safely.
15. Remove jewelry such as rings, identification bracelets, etc., in work involving climbing, materials handling, or operating mechanical equipment.
16. Never reach over moving parts of machinery or equipment.
17. Never operate machinery or equipment with guards removed.
18. Report to work in appropriate clothing suitable for the type of work you perform. This includes footwear. Avoid wearing loose clothing or personal equipment near machinery or equipment with moving parts.
19. Wear protective equipment as required. It's use will be enforced.
20. Common sense, health and sanitation rules, must be observed for the welfare and consideration of other employees.

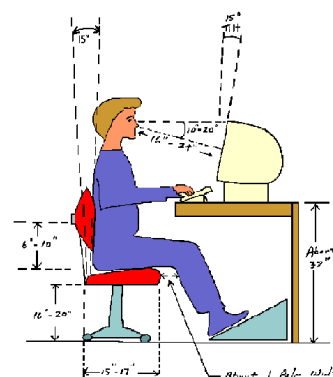


SECTION I - OFFICE SAFETY

Office work is more dangerous than is commonly supposed and many accidents occur during ordinary office routines.

1. Every employee shall be responsible to see that their own desk and work area is clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.
2. Keep an eye open for loose or rough floor covering.
3. Be extra cautious when you come up to a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.
4. Haste when walking between desks results in bruises and falls. Watch out for electrical cords and keep them out of aisle ways.
5. All file, desk and table drawers shall be kept closed when not in use. As soon as you have used them, close them. Never open more than one file drawer at a time.
6. Overloading the top drawer of unsecured file cabinets has caused injury and damage. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
7. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Tilting chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down.
9. Never use chairs, desks or other office furniture as a makeshift ladder. Use a step ladder. Don't overreach and lose your balance.

THINK ERGONOMICS



ADJUST YOUR WORK STATION TO FIT YOU!

10. Message spindles are a frequent source of puncture wounds to hands and other parts of the body. When used, the point shall be protected by a suitable blunt cover or preferably the point shall be bent at a horizontal angle.
11. Keep the blade of a paper cutter closed when not in use.
12. Pencils are safest when carried point down in pockets.
13. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such injuries at once to protect yourself from infection.
14. Paper can cut and it hurts. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
15. Keep paper clips, thumb tacks, and push pins in a place where they can't bite, like an old typewriter ribbon box, and keep razor blades covered. Even a little scratch can get infected.



16. Be sure equipment is UL approved and/or grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, **unplug it** mark it appropriately and report it.

SECTION II - HOUSEKEEPING

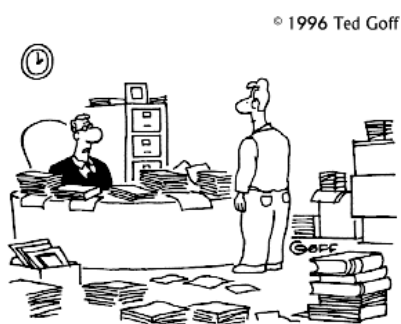
Many painful, and sometimes disabling injuries are caused when employees are struck by falling objects they did not see. Many injuries and much property damage stems from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many other sprains, fractures and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment all have a place for orderly storage, and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are established:

1. Keep work areas and storage facilities clean, neat and orderly.
2. All aisles, stairways, passageways, exits and access ways to buildings shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.
3. Do not place supplies on top of lockers, boxes, or other moveable containers at a height where they are not visible from the floor.



"I want you to stop leaving things just laying around on the factory floor."

4. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clear and with adequate space to work in them.
5. When storage materials are suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
6. When storing materials overhead on balconies, provide adequate toe boards to prevent object from rolling over the edge.
7. Do not let soft drink bottles, soiled clothes, etc., accumulate in lockers and work places.

8. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor.
9. Return tools and equipment to their proper place when not in use.
10. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to eliminate tripping hazards or obstructions to traffic.
11. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.
12. Nail points, ends of loop or tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
13. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
14. All packing materials should be properly disposed of to prevent fire.
15. Waste baskets are to be emptied into approved containers.
16. Oily and greasy rags shall be put in the appropriate containers for that purpose.
17. Adequate lighting in obscure areas shall be secured for the protection of both employees and public.
18. Employees should not handle food, tobacco, etc., with gasoline on their hands.
19. All switches or drives on machinery shall be shut down and locked in an off position before cleaning, greasing, oiling, or making adjustments or repairs. See Lockout/Tagout policies for details on proper lockout procedures.
20. Control or fuse boxes should be kept closed at all times and clear of coats, rags, bottles.
21. Extension cords should not be run across aisles or through oil or water. Cords should be inspected for kinks, worn insulation, and exposed strands of wire before use.



- 22. When fuses blow continually, it is an indication of an overload or short. This condition should be reported to your supervisor.
- 23. Keep electrical equipment properly piled, free of grease and dirt.
- 24. Fire inspections and prevention measures shall be maintained.

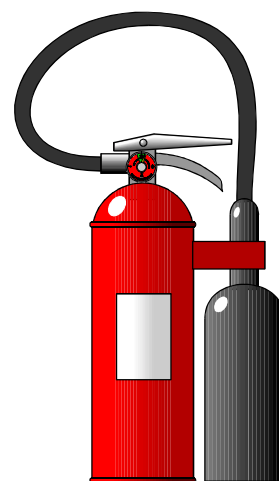


SECTION III - FIRE PREVENTION

One of the most fearsome and damaging disasters that can occur in work activities is fire. In the variety of activities performed in municipal operation, there are shops and job sites in which potential fire hazards exist. Fire can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and observance of practical controls of smoking habits when flammable substances are present.

FLAMMABLE AND COMBUSTIBLE MATERIALS

1. Oily rags and combustible scrap should be stored in covered metal receptacles.
2. All flammable liquids must be kept in closed containers when not in use.
3. Be sure that bulk drums of flammable liquids are grounded and bonded to containers during dispensing.
4. Become familiar with the type, use and location of the fire extinguishers in our building. Most extinguishers in the City are ABC type and training on their use is available through Risk Management.
 - Class A: Ordinary combustible material fires.
 - Class B: Flammable liquid, gas or grease fires.
 - Class C: Energized electrical equipment fires.
5. No smoking is permitted in City buildings. Observe posted "NO SMOKING" signs in the yard areas.



The following safety procedures are established:

1. Fire equipment shall be prominently displayed, labeled for usage, and kept clear for easy access at all times.
2. Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.
3. Use of gasoline is prohibited for cleaning parts, floor, or any part of buildings.
4. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc. shall be handled and dispensed in the smaller (one, two and one-half or five gallon) OSHA approved safety containers, having a spring-lift cap. Container must be labeled as to its contents.

5. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or container being filled in order to guard against the build-up of static electrical charge.
6. Never overfill a tank but rather under fill it to allow room for expansion of the liquid.
7. No artificial light, except UL approved electrical flashlights will be used near escaping gasoline or other flammable vapors or when entering an enclosure suspected of containing gas. Stay out of area completely and call Fire Department.
8. Dark places, basements or cellars must not be entered without proper light. The use of matches is strictly forbidden.



work.

9. "NO SMOKING" shall be enforced in all areas where hazardous substances are stored or used and any other area where posted.
10. Maintain properly all exit signs and directional signs when they are required. Exit doors must be unlocked when the building is occupied, and free passage to and through these exits must be maintained at all times. Know the exits from the building in which you
11. Electrical extension cords are approved for temporary use only and they should never be a smaller gauge than the appliance cord connected to it.
12. Employees shall report fires promptly to the Fire Department. Do not risk your life in trying to extinguish a fire that may get out of control.
13. Store flammable liquids, such as gasoline, naphtha, benzene, or acetone in approved safety cans, properly labeled.
14. Dispense flammable liquids in an approved mixing and dispensing room or in the open and well away from open flames and other sources of ignition. All containers shall be grounded or bonded.
15. Do not smoke or permit open flames in areas where flammable gases or liquids are stored or used.

16. Do not smoke when working around gasoline, solvent, lacquer, thinner, insecticides, lab chemicals, or areas marked "NO SMOKING." Do not smoke within 100 feet of explosives.
17. Properly locate and guard open flame heaters, including water heaters, and electric heaters.
18. Don't store any clothing or combustible material in close proximity to any open flame or electric heater in such a manner as to permit ignition.
19. Store oil and paint-soaked rags in approved safety containers. Disposal of such rags shall be only in safe receptacles placed outside the building daily, or in approved safety containers.
20. Store all waste materials, other than minor amounts, in wastebaskets in areas of constant supervision, in covered metal or metal-lined receptacles or bins.
21. Keep fire extinguishers of the CO-2, ABC multipurpose or dry chemical type in all areas where flammable liquids are stored, mixed, dispensed or handled.
22. Do not use vaporizing liquid type fire extinguishers, such as pyrene, because the vapors from these liquids are highly toxic.
23. In the event that circumstances require the use of CO-2 fire extinguishers in enclosed spaces, wastewater access covers, or storm drains exercise extreme caution to insure that no one enters the enclosed space until the CO-2 has been expelled by ventilation.
24. Use the CO-2, ABC multipurpose or dry chemical type fire extinguisher on electrical fires.
25. Do not use foam, soda and acid and water type fire extinguishers to fight electrical fires as the stream conducts electricity.
26. Be familiar with the maintenance program to insure periodic inspection and proper care of fire extinguishers; make arrangements for periodic checks of the equipment by Firehawk Services at 1-800-FIREHAWK ; report immediately to the supervisor any extinguishers which appear to be in doubtful condition.



27. Keep unobstructed the passageways and work areas around the fire fighting equipment.

It is necessary that shops and fixed activities that contain potential fire hazards have a fire plan to combat fire if it should occur. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire; rapid reporting to

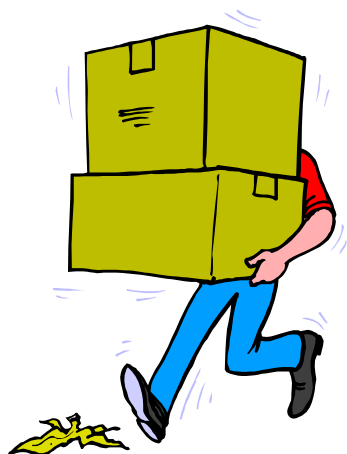


the Fire Department; evacuation of affected personnel from areas involved in a fire; procedures for containing the fire insofar as it is safe to do so and, particularly, only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is regularly inspected by a responsible authority.

SECTION IV - MATERIAL HANDLING

Analysis of accident records of City of Chula Vista employees reveal that most injuries occur in the process of handling materials.

The types of injuries that have been experienced are strains and sprains, crushing injuries, hernia and rupture, fractures, lacerations, bruises, and contusions.



Accidents of this nature can be avoided by taking a little time to plan ahead, using mechanical equipment wherever possible, and thinking about the proper way to do the task, and the proper tool to use for performing it.

The single and most important preventative safety measure employees should keep on their minds is the **FOUR STEP LIFTING PROCESS**. The technique, putting aside considerations of costly hospital and medical bills, will save you pain and suffering that may extend into your retirement years. Therefore, it is essential that you carefully read and implement the lifting process shown below:

A. MATERIAL HANDLING (LIFTING)

1. Do not try to lift or push an object that is too heavy for you. Ask your supervisor for help when you need it. Use care when lifting objects. Remember, when you lift the right way the most powerful muscles in the body--those in the legs--take the load. Always lift with the back straight, both legs bent, and weight close to the body.

In lifting, remember your greatest source of strength is in the **LEGS**. This is the secret to protecting yourself from back injury or hernia while lifting objects.

- Do not lift more than you can comfortably handle.
- Get a firm footing with feet slightly apart.
- Do not twist; shift your feet with the load. Make sure you know where the next step will take you.

2. Pile or stack materials in such a way that the pile or stack is "tied in"--one level resting securely on the one below it. Use proper blocking when necessary and never exceed the height recommended by your department. Report any unsafe stacks to your supervisor.



3. Stand on a firm work surface such as appropriate ladder or step stool. Boxes, chairs, pallets, tables, desks, etc., are unsafe work platforms and are NOT to be used to stand on.
4. Know the type of liquids you may have to handle in connection with your work assignment, and protect yourself in the manner outlined by your supervisor when handling toxic liquids, flammable materials, etc.
5. Combining and mixing liquids can be hazardous. If you are required to mix liquids be sure the area is properly ventilated and always follow manufacturer's instructions, or those provided by your supervisor.

B. HOW TO LIFT AND SAVE YOUR BACK

You can follow these techniques in any lifting situation. Whether you're lifting a carton, a drum, a sack - anything - the following seven basic steps should be used.

1. The Feet

Feet should be parted, with one foot alongside the object being lifted and one foot behind. Feet comfortably spread give greater stability and the rear foot is in position for the upward thrust of the lift.

2. The Back

Use the sit-down position and keep the back straight--but remember that **straight** does not mean **vertical**. A straight back keeps the spine, back muscles, and organs of the body in correct alignment. It minimizes their compression, which could otherwise cause a hernia.



3. The Chin

Tuck in the chin so the neck and head continue the straight back line. Tucking the chin helps keep the spine straight and firm.

4. The Palm

The palmar grip is one of the most important elements of correct lifting. The fingers and the hand are extended around the object you're going to lift--using the full palm. Fingers alone have very little power--you need the strength of your entire hand.

5. Arms and Elbows

The load should be drawn close, and the arms and elbows should be tucked into the side of the body. When the arms are held away from the body, they lose much of their strength and power. Keeping the arms tucked in also helps keep body weight centered.

6. Body Weight

The body should be positioned so that the weight of the body is centered over the feet. This provides a more powerful line of thrust and also ensures better balance. Start the lift with a thrust of the rear foot.

7. A Tip on Twisting

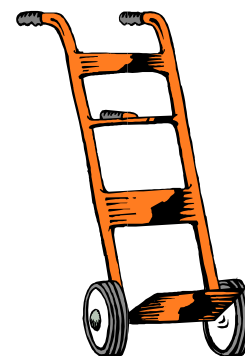
Twisting during a lift is one of the most common causes of back injury. By simply turning the forward foot out and pointing it in the direction of the eventual movement, the greatest danger of injury by twisting is avoided.

NOTE: If you lift a large amount of weight each day, a short period of loosening up is suggested just before the workday starts.

Beyond knowing the proper technique for lifting, employees are to follow established material handling rules:

Hand Trucks

1. Four-wheel hand trucks with swivel axles and tongue are to be pulled; all other trucks are to be pushed.
2. Use the right type of hand truck for the material you are using. If there is a special truck; for example, a drum or drawbar truck, it should be used.
3. Watch where you are going when pushing or pulling a hand truck, and slow down at corners.
4. Allow clearance for your hands when moving through doorways or past other objects. Use truck handles.
5. Secure help in getting hand trucks up or down inclines to prevent them from getting away from you.
6. When using trucks, stop at all blind intersections before passing the area.
7. Always park trucks at a spot where people will not stumble over them; leave handles in a vertical position.



8. Report hand trucks with broken wheels, splintered handles, and other defects to your supervisor.
9. When using hand trucks, be sure to watch the floor ahead to avoid bumps, cracks, uneven surfaces, etc.
10. Pile loads evenly. An unbalanced load may shift, causing the hand truck to overturn.

Hoisting Equipment

1. ALL hoists are to have a rated load capacity posted on the exterior of the hoist. Employees are not to exceed the specified limit.

Stacking Materials

1. Have a safe base. That means a solid, smooth, and level surface. If the floor or ground is not level, use bearing strips or timber to make sure that pile will not shift. Barrels and other materials that may roll or slide should be cocked at the base.
2. Pile to a safe height, that means not so high the pile will be unsteady, that the floor load limit is not exceeded.
3. Lock the material by crisscrossing the layers so there are no unsteady stacks within the pile.
4. Maintain aisle space for workers and fire equipment. Materials should not protrude beyond the face of the pile.



Handling Gas Cylinders

1. The protective cap over the valve should be kept on when the cylinder is not in use.
2. Never wear gloves or let grease or oil be on your hands. Keep hands away from the oxygen cylinder controls.
3. Lifting cylinders is always a job for two people.
4. Keep cylinders on end, strap or chain them securely so that they cannot fall.
5. Store cylinders away from salt, acids, films, or other corrosive substances.

- a. Employees shall keep cylinders of oxygen, when stored indoors, in areas separate from flammable gases and highly combustible materials, especially oil and grease.
- b. Do not store gas cylinders in direct sunlight or any hot place.
- c. Keep cylinders in an upright position in racks or stands, and chained or cabled to prevent their rolling or being knocked over, empty or full.
- d. Employees shall not use a cylinder of compressed gas without reducing the pressure through a regulator attached to the cylinder valve or manifold.
- e. Do not use oil or grease as a lubricant on valves or attachments of oxygen cylinders. Keep oxygen cylinders and fittings away from oil or grease, and do not handle such cylinders or apparatus with oily hands, gloves or clothing.



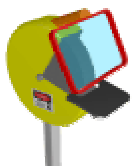
6. Do not use oxygen as a substitute for compressed air in pneumatic tools, in fuel burners, to start internal combustion engines, or to dust clothing.
7. Remove regulators and place caps over valves when transporting cylinders by other than regular cylinder trucks.
8. Close the cylinder valve and release the gas from the regulator before a regulator is removed from a cylinder valve.
9. Be certain that pressure adjusting screws on regulators are fully released before the regulator is attached to a cylinder and the cylinder valve is opened.
10. Do not use leather washers on gas cylinder valves; the regular fiber washer or gasket must be used.
11. Do not use cylinders for other than their designated kind of gas.
12. Use on cylinders only those gauges and other attachments that are approved for the type of gas used.
13. Do not stand in front of gauges when opening the discharge valve. Open the valve slowly.

14. Handle cylinders by cranes only when the proper racks or spreader bars and hooks are used. Rope or wire slings are forbidden.
15. Do not drop cylinders or treat them roughly.
16. Place leaky cylinders in the open immediately on being noticed that they leak. If a chlorine cylinder is leaking, clear the area and call the Fire Department for aid. Using protective clothing, and breathing equipment, attempt emergency repairs, turning the leak to an up position if possible. Do not use water.
17. Keep chlorine cylinders and piping free of water and moisture.
18. Inspect hose lines frequently for leaks. Do not place torches in cans or leave in unventilated places.
19. When welding, be certain approved fire fighting equipment is nearby before starting welding operations when working in the vicinity of flammable materials.
20. Employees are responsible for fire due to welding or burning. This responsibility cannot be shifted from the welder or the burner involved.

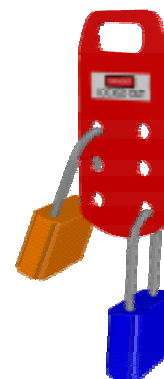


SECTION V - PROTECTIVE CLOTHING & EQUIPMENT

The variety of work operations performed by municipal employees involve many industrial hazards. The tasks performed range from custodial services to heavy construction activities. In all tasks, however, there are counterparts in private industry where much research has been done to develop measures to protect employees from accidental injury. Where possible, this is done by "engineering out" the hazard. Most commonly, this is done by providing guards for various types of machinery.



All machine guards shall be kept in place while machinery is in operation. Tampering with machine guards is prohibited and any removal requires the prior approval of a supervisor. All guards are to be properly replaced after the repair work that necessitated their removal has been completed. When necessary to work on electrically driven machinery, the disconnect switch for controlling the machine shall be secured in the open or off position by the worker or workers performing the job. The securing device should not be removed until the work has been completed and the area has been cleared.



When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective apparel such as hard hats, safety goggles, traffic vests, face shield, gloves, aprons, toe guards, respirators, etc. Supervisors shall insure that all their employees are properly protected. Dress codes may be established within a particular department, division or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made by management to select protective clothing and equipment that is acceptable for comfort, appearance and utility and still afford the desired protection. It is sometimes less comfortable to wear than ordinary dress, however, and this creates a temptation for some individuals to lay it aside when the

**WEAR YOUR
PERSONAL
PROTECTIVE
EQUIPMENT**

"boss" isn't around. That employee becomes a gambler who is betting their life, or eyesight, or other physical well being, that "it won't happen to me." Losing that bet becomes more uncomfortable for a lifetime than wearing the equipment for the duration of the job. Safety, in this instance, is a knowledge of the hazards, knowledge of the protection available, and a frame of mind that makes use of available protection a safe work habit.

GENERAL CLOTHING

1. For your safety and comfort, make sure your uniform fits well.
2. The wearing of loose, flowing, or ragged clothing on or near moving machinery or equipment is prohibited.
3. Short-sleeve shirts or tee shirts should be worn for operating machinery. Rolled up sleeves are dangerous because they have flapping ends and because the added thickness of the cloth can pull your arm into a machine before the cloth tears.
4. Pant legs should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall.
5. Steel-toe safety shoes or other appropriate foot protection must be worn when there is exposure to foot injuries from falling objects.
6. Shoes with run down heels or torn soles are hard on the feet and can cause falls. Keep your shoes in good repair.
7. The safe worker does not wear rings, medals, identification bracelets, or other jewelry. Jewelry increases the danger of electric shock and can cause fingers to be badly injured.
8. Work clothes should be washed frequently as a safeguard against skin infections and irritation.
9. Oil soaked clothes are a serious fire hazard. Keep your clothes free from oil.

HEAD PROTECTION

The many construction and maintenance activities performed by municipal employees involve working above or below ground levels, movement of material overhead, or working near construction machinery. In such operations, the hazards of being struck by falling objects, machinery, or loads being moved by machinery, constantly exist. Hard hats are provided to prevent head injuries from falling objects, and bumps against objects when working in confined spaces. The proper protection is provided when the head harness is adjusted so that there is approximately 1-1/2" clearance, plus or minus 1/8" between the skull and the inside of the hat when it is worn. When the harness becomes worn to the extent that it no longer can be adjusted to maintain that clearance, hard hats should be turned in for repair or replacement. Hard hats that have been repaired, reconditioned, etc., shall be sterilized,



and kept sterile until issued to an employee. The construction and shape of hard hats shall not be altered in any manner by the employees. A hard hat is a personal item and shall be for the individual and exclusive use of the person to whom it is issued.

Hard hats of the type approved by the department head shall be worn in the following activities:

1. Engineering office personnel while on the job site for any public service construction or maintenance project at which there exists potential risk of head injuries.
2. All survey personnel while on the job site in the public right-of-way.
3. All Street Division personnel while on the job site for street maintenance, curb and gutter construction, and storm drain maintenance or other public service maintenance projects where the risk of head injury exists.
4. Public Works personnel, while on the job site for any tree trimming activity.
5. Sewer line maintenance personnel when working below ground or below other employees.
6. Inspection personnel when inspecting public work projects or private developments where the risk of head injury exists.
7. Any other employee when working with or near construction equipment such as digging, hoisting or towing equipment.
8. All personnel working with high voltage electrical hazards.
9. All personnel engaged in climbing tasks or working from aerial lifts.
10. Supervisors may designate additional areas where hardhat usage is required as the need arises.

FACE AND EYE PROTECTION

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery, or splashes of corrosive dust and liquid chemicals.



There are many types of safety glasses, goggles, shields, etc. made of glass or plastic to protect workers from these hazards. The loss of one or both eyes can have extremely serious consequences to an employee. Yet individuals often vigorously resist efforts of management to require this vital protection with no better excuse than the slight discomfort of false pride. This is probably one of the most important protective features of any safety program, yet one of the most difficult to sell.

Face and eye protection shall be provided for any task where there is any probability that an injury may occur without such protection. Employees assigned to perform tasks which require eye protection shall wear the protector provided. The City shall provide appropriate devices at no expense to the employee and shall make their use mandatory in specific tasks.

Safety glasses, goggles, and other eye protective equipment offer a vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility. In the event that eye protection equipment provided by the City is lost or damaged, and it is clearly evident that such loss or damage occurred as a result of an employee's negligence, employees shall be required to replace them at their own expense.

The following safety procedures are established:

1. Safety goggles or safety glasses shall be worn when:
 - Grinding, cutting, milling or drilling with powered tools.
 - Using impact wrenches and compressed air tools.
 - Chipping, scraping, or scaling paint, rust, carbon or other materials.
 - Using punches, chisels, or other impact tools.
 - Cutting or breaking glass.
 - Chipping or breaking concrete.
 - Pipe cutting, threading.
 - Using paint remover.
 - Using power activated tools.
 - Soldering.
 - Cleaning dust or dirt from vehicles, machinery, etc.
 - Sandblasting or air cleaning operations.
 - Using metal cutting lathes, shapers, drill press, power hacksaw and other metal working tools.
 - Using powered woodworking machinery, both fixed and portable.
 - Tree trimming, brush chipping, or stump removal.
 - Using brush cutters.
 - Steam cleaning.

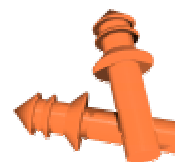


- Cleaning vehicle parts with soaps or solvents.
 - Working under vehicles.
 - Using powered lawn cutting and trimming equipment
2. A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.
 3. A face shield with the proper filter lens, or welder's lens, or welder's goggles, shall be worn in all welding and cutting operations.

Eye protection may be required on other jobs not listed, if so designated at the time by your supervisor. Beyond this, you are encouraged to wear eye protection at all times. **REMEMBER--YOU HAVE BUT ONE PAIR OF EYES--THEY CANNOT BE REPLACED--PROTECT THEM.**

HEARING PROTECTION

In the variety of activities conducted by municipal work crews, there are some machines or equipment that may produce sound levels in the frequencies that cause hearing loss. When employees are subjected to excessive sound levels, attempts should be made to use engineering controls. If the sound level cannot be reduced within tolerable range, then personal protective equipment shall be provided and shall be worn by employees so exposed. All employees that are exposed to occupational noise above the Cal-OSHA standards are part of the City's Hearing Conservation program.



Ear protection may consist of earmuffs or earplugs. Only ANSI approved hearing protection devices shall be used as earplugs.

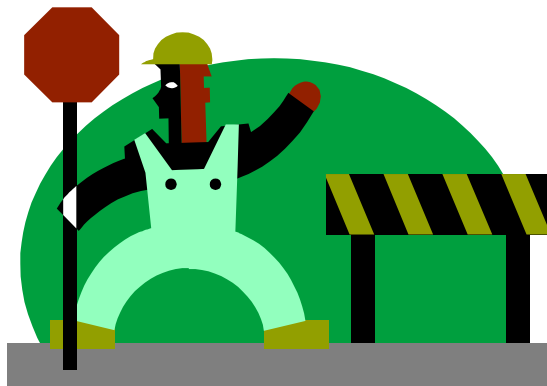
FINGER, PALM AND HAND PROTECTION



One of the most dangerous human ornamentations to wear in occupational or industrial work is a ring. Rings should be removed or not worn to work if there is the slightest chance of getting the ring caught in any hook, tool, or piece of machinery. Rings can cause serious loss of fingers or painful lacerations and frequently have to be cut off of fingers if bent in such a manner as to shut off circulation. Gloves with leather palms should be worn when handling rough edges or abrasive material or when the work subjects hands to possible lacerations, puncturing or burns. Other hand protection may be designated by authorized persons. Skin irritation should be prevented by washing with soap and water - not gasoline. Learn to recognize poison ivy and poison oak and avoid it. Rubberized gloves should be worn when handling irritating materials.

OTHER PROTECTIVE EQUIPMENT

1. **High visibility safety vests** shall be worn by all employees in and around any area where there is a danger from street traffic such as patching and maintenance of streets, in and around street excavations, a construction or maintenance area where there is moving machinery or equipment, while surveying on City streets where there is moving traffic, or in any other area designated as "safety vest" area by the supervisor.
2. **Safety seat belts** shall be properly fastened whenever the motor vehicle is in motion.

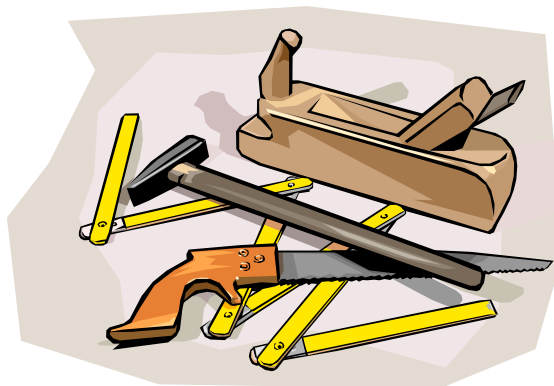


SECTION VI - HAND TOOLS

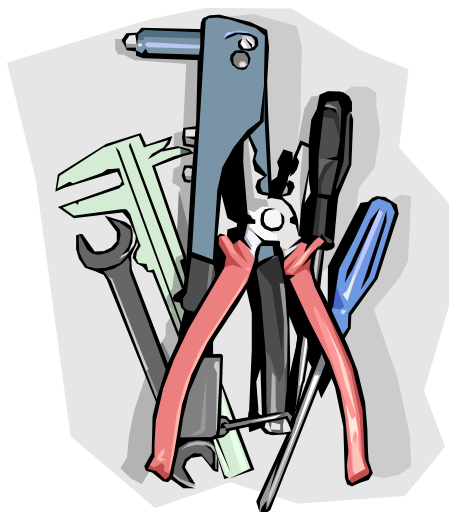
It is important the proper hand tool be used for each job. Since hand tool requirements may vary greatly among departments, check with your supervisor to learn which ones are needed to do the job safely and effectively. Faulty equipment and tools must be reported to your supervisor immediately.

The following safety rules are established:

1. Select the right tool for the job.
2. Sharpen the cutting edges of the tool and carry the tool with the sharp edge down.
3. Sand the wooden handles of a shovel, rake, awl, etc., thus preventing splinters and burns.
4. Check the handle on each tool for tightness. Replace when split or loose at the head.
5. Check the head of each tool, such as hammers, chisels, punches, mallets, and have the tool dressed if it is mushroomed (includes burrs and chipped edges.)
6. Wear shatter-proof goggles when using chisels, punches and wedges. Be sure no one is in the area before using such a tool.
7. Use only properly insulated tools (screwdrivers, wire cutters, etc.) when working around energized electrical circuits or equipment.
8. Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
9. Return tools to their proper place so that they do not fall from a ledge or are tripped on.
10. Wrenches, pliers, etc., should be repaired or replaced when grip surfaces become worn.
11. Hand knives are to be kept in knife sheaths when not in use. (Many serious injuries have resulted from carrying open knives in the pockets.)



12. Banders, cutters, drills, and similar tools should be checked frequently. Defective tools are to be repaired or reported to your supervisor.
13. Frayed or defective electrical cords, unsafe welding-rod holders, trouble lights, etc., are to be repaired or replaced. They should be checked each time you use them.
14. Tools should be cleaned and stored in a safe place after use, thus reducing the chance of loss or damage. (Also, be sure to clean up any scrap or unused material left over from the job.)
15. Files and screwdrivers shall not be used as punches or pry bars.
16. Adequate distance shall be maintained for safe operation between workers using picks, shovels, brush hooks, or knives.



SECTION VII - POWER TOOLS

Power tools substantially increase the number and types of hazards to an employee. Hazards range from electrical shock of a short circuit to being struck by chips, shavings, and other debris during operation.

Electrical Equipment

1. All electrical tools used in City operations must be grounded by connecting a three-wire cord with polarized, three-prong plug, to a properly grounded three-hole receptacle (unless the power tool has UL approved dual insulation and two wire cords).
2. If extension cords are used, they must be of the three-conductor type with matching plug and receptacle.
3. Each electrical tool or machine shall be visually inspected each time they are used for damage to cords and ground connections. The most common defects occur at the points where the cord is attached to the tool or where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.
4. Where electrical equipment is used in a wet location, use only ground fault interruption (GFI) protection devices and wear rubber boots and rubber gloves.
5. Never operate power tools without the guards provided.
6. Only authorized persons shall make repairs to or work on electrical equipment.
7. Employees shall report immediately to their supervisor any steam, water or oil leaks near electrical equipment.
8. Shut off any electrical equipment which is heating excessively or sparking and call an authorized person to correct the situation.
9. Only authorized persons shall work on live circuits.
10. Consider all electrical wires live until proven otherwise. Test all circuits to make sure of this.
11. Employees shall not touch high voltage electrically powered cables with any part of the body. These are to be handled only by the prescribed method. Do not drive across these cables unless crossing covers, adequate to protect the cable from mechanical injury, are used.



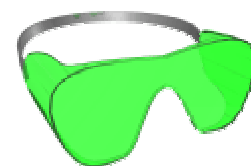
12. Do not close any switch without full knowledge as to why the circuit is open. The tag on a switch shall be removed only by the person who tagged the switch open or by the authorized relief person.
13. Keep all working surfaces dry when working with, or near, electrical apparatus.
14. Do not operate any equipment or machinery within ten feet of any high-tension power line.
15. Ground securely the frames of all portable and fixed electrical equipment before using. Double insulated portable tools and appliances protected by an approved system of double insulation, or its equivalent, need not be grounded.
16. Do not use any electrical equipment with frayed or otherwise deteriorated insulation.
17. Do not use makeshift or over-capacity fuses and circuit breakers.
18. Do not use metal ladders within six feet of any live circuit.
19. Maintain a clear space of at least three feet in front of all electrical panels and switch gear.
20. Fasten securely at both ends of the cord the green (ground) wire on all portable tools and extension cords.
21. Do not remove or bend aside the grounding prong on a cord plug to allow insertion in a two-prong receptacle.

Grinders



1. Only those employees who are familiar with the mounting of grinding wheels are permitted to do so. A ring test on each of the new grinding wheels should be completed before installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hole and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks.)
2. Wheel must fit easily onto the spindle. Too loose or too tight is dangerous.
3. When wheel is mounted, stand out of danger at one side while you allow it to develop full operating speed for at least one minute.

4. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.
5. Never store a grinding wheel on damp or cement surfaces, nor put oily rags on the wheel.
6. Every grinding tool must be securely fastened to the shaft before commencing work.
7. The maximum operating speed as given by the wheel manufacturer is on the wheel label and grinding wheels are not to be operated in excess of these speeds.
8. The work-rest must be securely adjusted on all stationary grinders to about 1/8 inch of the wheel. Never attempt this adjustment while machine is in motion.
9. Avoid using the side of an energy wheel for grinding, unless it is especially designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.
10. Use the cutting surface of a grinding wheel uniformly, as a grooved wheel has been dangerously weakened.
11. Grinder bearings must be kept properly oiled and adjusted. This will help to prevent hot bearings and spindles, which are sometimes responsible for melted bushings.
12. Do not abuse the wheel by applying excess pressure.
13. Be particularly careful when grinding narrow tools or other objects as they are apt to catch between the rest and the wheel.
14. The operator's eyes must be protected with goggles at all times when the machine is in use.



Drill Presses

1. Adjust the table so that you have plenty of room for the jig and keep your hands away from the revolving drill. Never run the drill bit into the table.
2. Be sure that both the chuck and the drill are tight on the spindle, and that any circular tables are tightened before beginning to drill.
3. A sluggish drill is probably the result of incorrect grinding. Be sure the drills are sharpened properly for the particular material, so that the cut may be the right size.

4. Materials shall be clamped or otherwise fastened to the drill press bed, not held in the hand.
5. Never run a drill faster than the rated speed as this may result in broken drills, damaged material and serious injury.
6. It is dangerous to attempt the removal of broken drill pieces with a center punch and hammer. For further details, see your supervisor.
7. Never leave key in chuck after tightening the drill. If setscrews protrude, report it to your supervisor.
8. Lower the spindle close to the table before removing the chuck, so that it may not cause any injury or damage to the material as it falls.
9. Reduce the pressure if there is any backlash in the spindle. Listen carefully for the distinctive noise made when the drill comes through work so that you can ease off the pressure.
10. Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause an injury.
11. The wearing of gloves and loose clothing while operating a drill press is prohibited.

Compressed Air

Cleaning with compressed air:

The use of compressed air for cleaning dirt, chips or dust from clothing while it is being worn is prohibited.

Air hammers:

1. Remove the piston or tool of an air hammer whenever it is not in use to avoid the danger of it flying out and striking someone.
2. Always close the valve on the air line and release the air from the hose before cleaning, repairing, trying to insert any tool, or leaving any air powered unit.
3. Maintain your hold securely on the handle of an air motor to prevent it from flying around and striking you.
4. Be sure to show that the discharge end is made secure before turning compressed air into a hose so that it will not swing around and cause injury.



5. Hearing protection and the use of safety goggles are required.

Woodworking Machinery

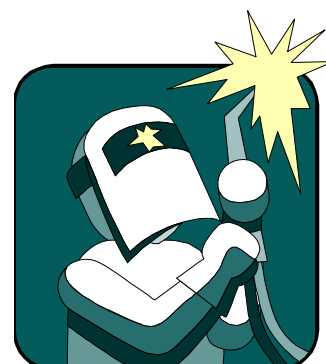
1. Machine guards are to be permanently attached.
2. If you are running short or narrow stock, protect your fingers by using a block.
3. Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight-edge guide of the table saw.
4. If the saw binds in a cut, the saw must be shut off before attempting to dislodge the lumber.



5. A rip saw shall not be used for cross-cutting; nor shall a cross-cut saw be used for ripping. A spreader and kickback fingers shall be required when using a rip saw. A spreader will be required when using a cross-cut saw.
6. Learn to stand out of the line of a possible "kickback" and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.
7. Never reach over any machine to get finished materials from the opposite side, to remove dust or wood particles from the saw table, or to oil the machine while it is in operation.
8. In using a joiner, never allow either hand to pass over the knife. Use both hands - one on each side of the material - using particular care at the start and finish.

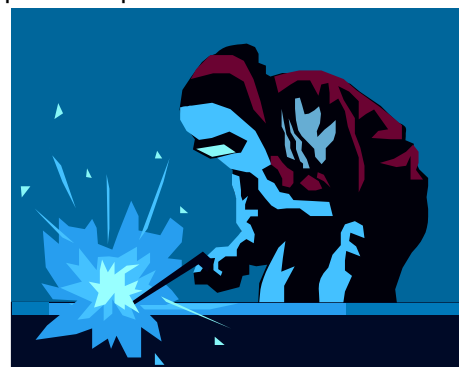
Gas Welding

1. All gas welding equipment and connections should be kept free from grease and oil. (Oxygen will explode upon contact with oil or grease.) Oily and greasy gloves may bring about the same effect, besides making it difficult to handle the cylinder.
2. Never roll tanks on the floor, nor attempt to carry them by hand or hoist unless properly slung. Use the skid provided when unloading cylinders from the truck. After unloading tank, the cylinder must be securely chained.
3. Securely fasten the acetylene and oxygen tanks with a



chain in an upright position where there is no danger of their falling or being bumped.

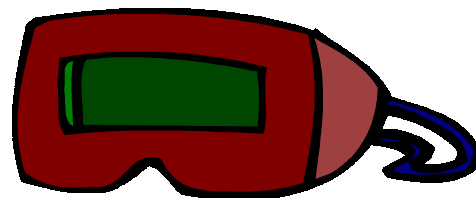
4. Use only standard green oxygen hose with right-hand couplings, together with red acetylene hose with left-hand thread.
5. Blow out the tank valve before attaching the regulator. Never use compressed air for blowing out equipment, as air may contain some oil and moisture. Use oxygen to blow out the oxygen hose and acetylene to blow out the acetylene hose.
6. When changing empty tanks for full ones:
 - a. Shut off valve on empty tanks.
 - b. Release thumb screw on regulator.
 - c. Disconnect regulator, blow out tank valve and connect on full tank.
 - d. Stand on opposite side of tank, point the acetylene valve outlet away from the oxygen tank and face away from the gauge while opening the tank valve.
 - e. Adjust thumb screw on regulator to proper pressure, making sure that you do not have excess oxygen, which only causes unnecessary sparks in operation.
7. Be sure that the end of your torch is cleaned before attempting to light. Use only friction lighters.
8. Do not put the materials in such a position as to permit sparks, hot metal, or the severed section of metal to fall on the gas supply hose or the feet of any employee.
9. At the completion of the work, the welder shall make a careful inspection of the job site to insure that hot articles have not been left smoldering which might later develop into a serious fire.
10. Proper goggles and gloves shall be worn.



Electric Arc Welding

1. Welding operations should be carried on such that the arc shall be effectively screened to prevent eye injury to anyone present.

2. Before entering the welding area, an effective warning, such as shouting, shall be given, so that the operator may be aware of your presence and help you to avoid a sudden flash or other injury.
3. Like the welding operator, the person entering the welding area is to also wear required eye protection.
4. The welding of galvanized material requires the operators to protect themselves with a specially designed airline respirator which fits under the operator's helmet.
5. Deposit short ends of welding rods in the containers provided for that purpose to prevent burning holes in your shoes or starting fires.
6. When not in use, place the electric holder where it cannot cause an arc.
7. Prevent injury to yourself and others from short circuits by only using welding cables that are in good condition.
8. Only properly authorized operators shall use welding equipment. Never attempt to repair welding equipment yourself.
9. Helmets and shields will be used with all electrical welding. Do not remove your helmet while bending over a hot weld.



Tree Trimming and Chain Saw Safety

1. No employee shall be assigned to work in a tree unless they are able to tie all necessary knots and are able to use necessary hand tools.
2. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.
3. Except in cases of emergency, tree work should be avoided when trees are wet, during high winds, or during extreme low temperatures.
4. Only physically fit employees should be allowed to work in trees.
5. Tree trimmers should ask for assistance only from employees on the crew, never from bystanders.



6. Danger signs and barriers will be placed around areas where tree work is to be done.
7. Supervisors are responsible for: instruction to their workers; inspection of tools; enforcement of all safety rules; suitable clothing should be worn as determined by the supervisor.
8. Ropes of a suitable strength should be used for lowering of large limbs.
9. Ropes shall be used for raising and lowering of tools.
10. Safety or climbing ropes should not be used for lowering of limbs.
11. Ladders should not be used unless they can be set on a firm foundation.
12. Ladders should be frequently inspected for damage. All additional safety rules of Section IX, regarding ladders, are to be adhered to.
13. Climbers should always call a warning before dropping limbs.
14. Never leave hangers or tools in a tree over the lunch period or overnight.
15. Special precaution should be taken when it is necessary to work around live wires.
16. All wires broken during tree work should be reported to the proper utility company.
17. Fallen wires should be guarded until service people arrive.
18. In case of contact with live wires, do not touch the victim. The victim must be separated from wires by use of nonconductive materials. Call the paramedics at once (911).
19. For removal operations: Pull ropes are used to guide the fall of large trees. Once the notching has started, the tree must not be left unguarded.



20. Only saws requiring one operator should be used in a tree. All chain saws should be roped with their own rope using either a taut-line hitch or an individual on the ground to hold the rope.
21. Walk with the saw stopped and the guide bar pointing to the rear.
22. Never walk with the power saw running.
23. Always stand at the end of the saw when cutting, never at the side.
24. Avoid using the tip of the saw for cutting.
25. Never replace chain in guide rail groove while motor is running.
26. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer and easier cutting.
27. Refuel the saw before it runs out of gasoline to avoid a "bound saw" which is difficult to refuel and start; and to avoid the danger of fire when starting a saw at the refueling site.
28. Hard hats, hearing protection and eye protection are mandatory.

Lawn Mowers

1. Power mowers will not be left unattended with motor running.
2. Area to be mowed must be inspected for foreign objects. Wire, stones, bottle caps, sticks, etc., should be removed before mowing.
3. Bystanders should be warned by the operator of the danger of flying objects. Extreme precaution must be taken when there are children in the immediate area.
4. Operator must keep hands and feet away from the undercarriage of the mower.
5. Safety goggles or safety glasses must be worn while operating a lawn type rotary mower.



SECTION VIII - CONSTRUCTION SAFETY

CONSTRUCTION SAFETY, ABOVE GROUND AND UNDERGROUND WORK

Municipal employees are often involved in tasks related to heavy construction industry. Heavy machinery is employed in public works projects to save time and labor, but potential hazards to inexperienced or untrained workers are multiplied in the process. The operators of construction machinery often do not have sufficient visibility to detect danger to nearby workers, or the ability to avoid an accident by quick reversal of controls. The machinery is designed to handle extremely heavy work and usually does. Being struck by, or caught in or between such machinery and its loads usually inflicts severe injuries.

Other public utilities are often installed in or near the work site area of projects to be completed by City employees. Contact with, or damage to, the other utilities may affect the safety of the workers on the job, the safety of the general public, or interruption of essential utilities services. Familiarity with these services may make even experienced employees treat them too lightly until there is a gas explosion, an electrocution, a cave-in, or loss of a vital communication service. Frequent work in a particular area may lead employees to believe they know what other services are there. The rapidly changing demands of today's society leaves no room for such assurance. Recent changes may have been made.

This attitude must be consciously avoided at all times. Safety precautions must be a part of the job planning. Overhead lines constitute a hazard that must be considered when operating machinery beneath them. Underground services constitute many hazards when damaged in a dig-up.



The most immediate danger to workers lies in contact with electric service or rupture of a gas service. Such accidents can be prevented by advance planning. But if they should occur, prompt reporting to the San Diego Gas & Electric Company is of prime importance. Escaping natural gas constitutes an explosion potential and the leak must be stopped by trained personnel as soon as possible. Contact with a primary electrical circuit constitutes a shock hazard. If injured employees are still at the point of contact or rescuers are attempting to remove them, the reactivation of the circuit poses additional hazards. An immediate report to San Diego Gas & Electric will avoid compounding the hazard.

Some of the principal hazards affecting employees and/or public safety are:

- Dig-ups resulting in gas explosion, electrocution, flash burns, etc.
- Rupture of gas, water and sewer facilities from using mechanical compaction, boring, or digging equipment.

- Electrocution resulting from contact with overhead electrical wires.
- Interruption of electrical service or communication lines from dig-ups, pole collapse, etc.
- Fractures, contusions, crushes, etc., from being struck by or caught in materials and/or machinery.
- Fractures, strains, dislocations, etc., from cave-ins.
- Strains from lifting and materials handling tasks.
- Eye injuries from dust and debris propelled by machinery and tools used in the operations.

Construction accidents can be prevented by constantly including consideration of necessary safety precautions in planning every job, coordinating with other utilities to locate services near the job site, instruction of workers about hazards involved as each job is explained to them, use of approved protective clothing and equipment and adherence to approved safe job procedures.

The following safety procedures are established:

BEFORE WORK IS STARTED, a supervisor shall:

- a. Check plans to see what public utility services are located on or near the job site area. Contact Digalert at 1-800-227-2600.
- b. Contact other public utilities having services in this job site area to secure assistance in locating and protecting all underground or overhead services that may be affected.
- c. Make a personal inspection of the job site area to identify what signs, post markers, overhead electrical lines, etc., may be seen and make this information known to the crew.
- d. Obtain the service and repair telephone number of all utilities having services in the job site area, so that an immediate report may be made to them if an accidental contact is made.

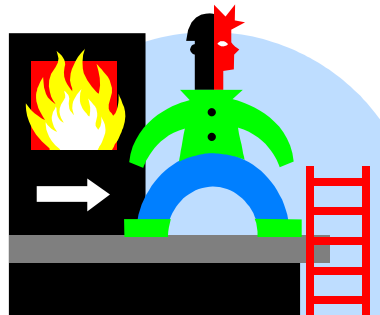


Natural Gas Service

1. Inform all crew members of locations and depths of buried pipelines.
2. Specifically instruct equipment operators to avoid contacts with buried lines. Do hand digging when in close proximity to buried pipelines.
3. Be aware of proper compaction procedures when using mechanical compaction equipment after backfilling over buried pipelines.

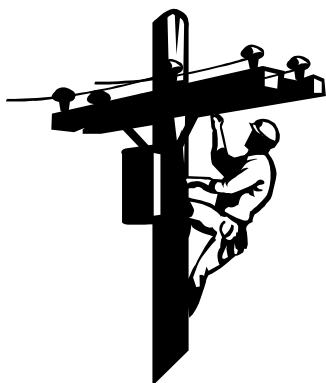
If a Gas Pipeline is Damaged

4. Immediately call the San Diego Gas & Electric Company repair office to report the damage at (1-800-227-2600).
5. Shut off all motors in the area.
6. Remove all flares or lanterns.
7. Enforce **NO SMOKING** in the area.
8. Do not cover up a damaged pipeline.
9. Do not operate gas valves.
10. Check buildings in the immediate area for gas odors.
11. Request occupants to leave the area if gas odors are detected.
12. Re-route traffic from the immediate area and notify the Police Department and Director of Public Works of the situation.
13. Stay near the area until relieved by Police or Gas Company personnel.



Electrical Transmission Service

1. Contact the San Diego Gas & Electric Company if work is to be done near electric service and accurately locate any buried service.
2. If excavating near poles or guide wires and the possibility of damage to cables or collapse of a pole line exists, consult the San Diego Gas & Electric Company.
3. If excavating beneath buried conduit or cables, arrangements shall be worked out in advance with San Diego Gas & Electric concerning maintenance of electrical services, proper support of exposed conduit, and suitable compacting of backfill.



4. All wires and conduit shall be considered energized and dangerous.
5. Booms and protruding parts of construction machinery shall not be operating closer than 10 feet from overhead electrical lines. When construction machinery is operated in close enough proximity to energized lines that a full traverse of the moving parts could result in contact, a crew member shall be provided to direct the operator. Crew members in those

circumstances shall be especially watchful to prevent movement of the machinery any closer than the minimum 10 feet clearance prescribed above.

6. Workers on the ground handling suspended loads, slings, cables, or in contact with the machine are in the most hazardous position if contact with energized electrical lines occurs. Ground crews shall be repeatedly warned of the hazard and especially watchful to prevent such contact.

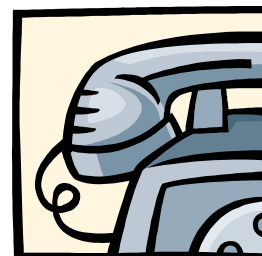
If Machines Contact Energized Wires

7. Immediately contact the San Diego Gas & Electric repair office (1-800-227-2600).
8. The operator should attempt to swing the boom clear.
9. Persons on the rig are usually safe. If necessary to leave the rig, jump entirely free, being careful that no part of the body is in contact with the machine and the ground at the same time.
10. When jumping clear of energized equipment, aim for dry ground.
11. Once clear of energized equipment, do not return to it and keep others away from it.
12. If wires are down, post guards to prevent anyone from touching them.



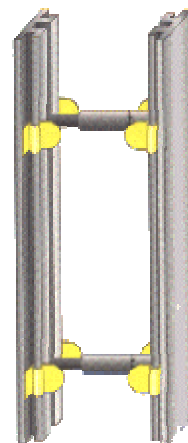
Telephone Service

1. While telephone circuits operate on low voltage and are not an electrical hazard in themselves, they may be energized with higher voltages when crossed with power lines by accident at points far removed from the job site. Consider **ALL** lines hazardous.
2. Do not cut or disturb guide wires. Sudden release of tension may cause an entire pole line to collapse.
3. Observe the precautions listed for electric power lines.
4. Underground telephone cable is generally buried with a minimum cover of 24 inches. Subsequent grading may have reduced this minimum. Pipe pushers, trenchers, boring tools, air hammers, pins for paving and curb forms, etc., should not be used until determining the depth and location of buried telephone cables and conduit.



Digging and Trenching Operations

1. Approved guards such as cribbing, barricades, warning signals, or crew members assigned flagging duty shall be in place when workers are engaged in any street excavation or street repair work, or when removing or replacing wastewater access covers. Warning devices shall be placed a sufficient distance ahead of the work to permit vehicles a reasonable stopping distance with due regard for visibility, speed, and volume of traffic. Open wastewater access covers shall be properly guarded with approved warning devices.
2. A crewmember shall be posted on the surface to assist the machine operator. Crew members shall station themselves where they can be seen by the operator, outside the range of movement or hazardous area from loads, and warn the operator of the presence of others who may enter that area.
3. Wastewater access covers not provided with lifting devices shall be raised slightly on one edge and slid off the hole. To replace the cover, reverse the procedure.
4. All tools, materials and equipment shall be kept at a reasonable and safe distance from the edge of trenches, curbs or embankments.
5. Shoring of trenches shall commence at a depth of four (4) feet. Earth banks more than four feet in depth, when not shored or braced, shall be sloped to a safe angle. Excavation work shall be under the supervision of someone with the necessary experience and authority to modify the shoring and method of excavating as necessary to insure safety. Excavations less than four feet shall also be guarded when hazardous ground movement may be expected. Convenient and safe access, in the form of a stairway, ladder or ramp, securely fastened, shall be provided for employees to enter and leave an excavation.
6. Workers in an excavation that is properly sloped or shored should not be in danger of being buried by a cave-in. However, accidents have occurred where workers standing on the surface at the edge of an excavation were carried into the excavation and buried by a cave-in at the point where they were standing. If such an accident should happen to you, pull your hard hat over your face to trap a pocket of air.
7. Prevention is the best insurance. To avoid the situation described in #6 above, watch the texture of the earth being removed. If it is unstable (sand, loose fill, etc.) warn all workers against working too close to the excavation before shoring is installed.



8. Hard hats shall be worn at all times by workers in or around excavations, trenches, tunnels, sewers, or other sub-surface operations.
9. When chains, ropes, cables, slings, etc., are placed under tension, warn workers and observers to stay beyond the range of whipping strands if they should part from the tension.
10. The public shall be directed away from hazardous areas and material piles.

Materials Handling Machinery

1. When moving heavy objects with a crane, use the proper slings and grips to secure the load to be suspended.
2. When guiding a suspended load into position, always use nonconductive rope or nylon tag lines to permit maintenance of a safe distance from the drop zone in case a suspended load should fall, or contact with an electrical service should occur.
3. Never crawl under mobile construction machinery during rest or lunch breaks.
4. Avoid moving a suspended load over persons on the ground, or above persons working in an excavation.



Platforms and Baskets

City employees use several kinds of mobile equipment that provide platforms or baskets on which they are mechanically lifted to work on things too high to reach from the ground. This equipment is used by electricians, traffic signal and street light technicians, tree trimmers and in various maintenance tasks.

The hazards involved are:

- Contact with electrically charged overhead wires.
- Falls.
- Dropping tools and other objects upon workers below.
- Being caught in, on, or between equipment parts.

Extreme care must be exercised when operating this equipment near overhead lines. Aerial platforms or baskets should not be positioned closer than 10 feet to overhead lines.

Falls can be prevented by use of adequate and appropriate safety equipment. A raised platform or



basket becomes a highly unstable support if jarred by a collision with the base vehicle, or jerky operation, or failure of mechanical controls. Prevention of falls is achieved by using a safety line strong enough to support the weight of the employee if it is secured to the employee and to the boom or platform.

The equipment used by City crews has controls located in various parts of the basic machine to operate the outriggers, booms, power take-off, etc. There is little standardization, even on equipment of the same general type. The operator who activates such controls should make sure that all persons in the vicinity of this equipment are clear of any moving part before power is applied. The supervisor or employee in charge of the crew is responsible for insuring that this precaution is taken and that appropriate warning is given.

The following safety procedures are established:

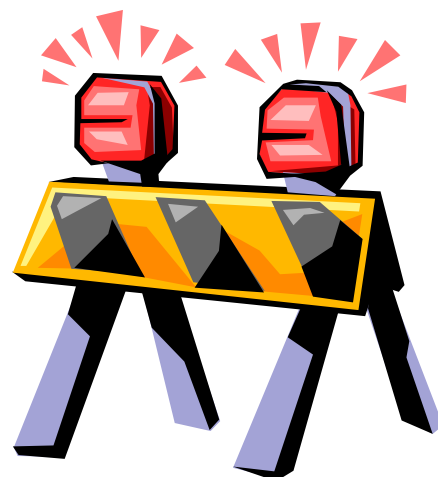
1. Always lower outriggers before raising the basket. (Most equipment now in use is equipped with an interlock, which prevents raising the basket until outriggers are down.)
2. Give verbal warning to persons near the vehicle when lowering outriggers if an automatic audible signal is not operative.
3. When working aloft in aerial baskets or platforms, a safety belt shall be worn by the employee.

Working in Public Rights-of-Way

Municipal employees are often required to work in or alongside rights-of-way normally used for vehicle or pedestrian traffic to repair utilities services, or perform tree trimming or landscaping tasks, and other maintenance activities. It is desirable that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal traffic patterns. There are two safety considerations involved:

1. Protecting employees from being struck by vehicular traffic.
2. Helping the public to safely avoid hazardous obstructions, excavations, etc., that interrupt the flow of both vehicle and pedestrian traffic.

When road surfaces are being repaired, wastewater access covers opened, or excavations dug, it is



necessary that adequate warning of the hazard be posted, that a minimum amount of the right-of-way be blocked off consistent with safety requirements, and that traffic is efficiently re-routed.

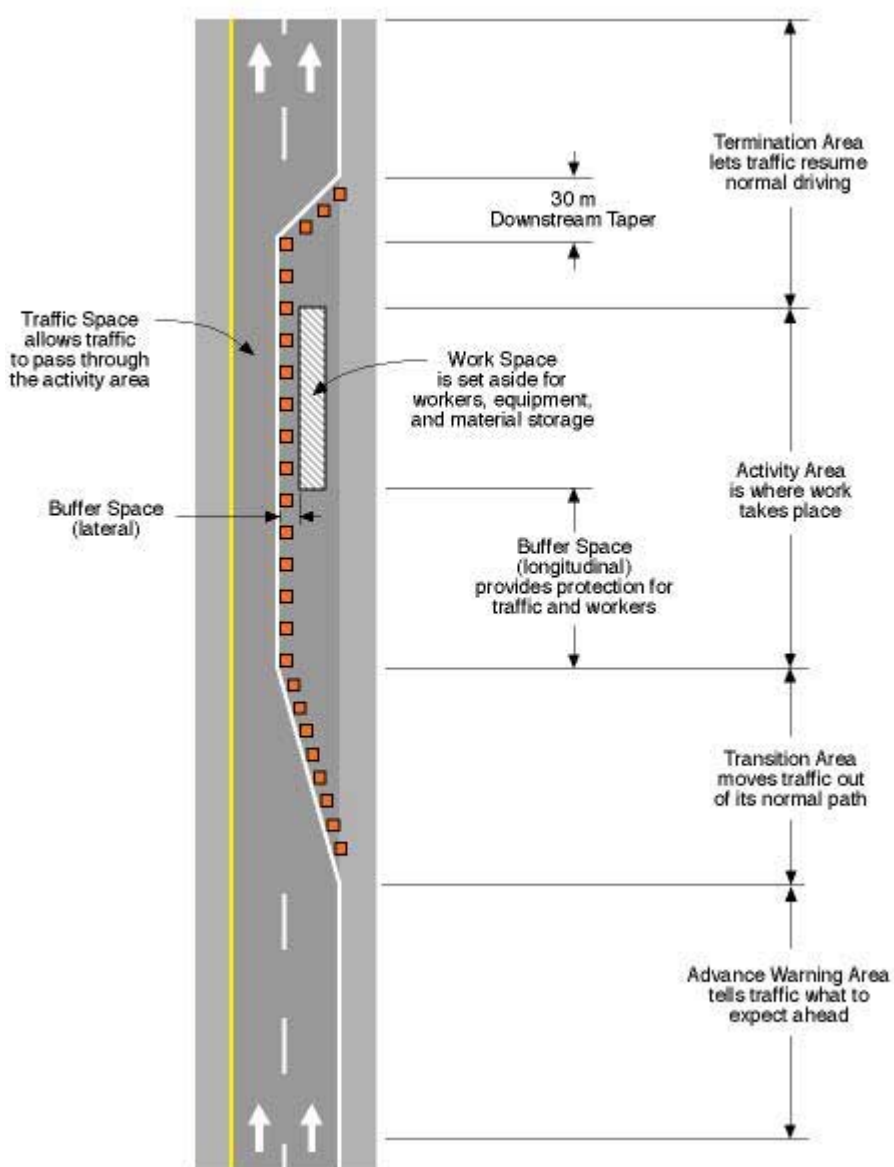
If repair work obstructs a traffic lane in a street and thus compresses several lanes of traffic into fewer lanes, warning by signs and barricades must be given to motorists well in advance of the obstruction. If wastewater access cover openings and excavations constitute a hazard to pedestrians, then adequate barricades and re-routing of walkways must be provided.

Maintenance activities may include such minor interferences as curbside planting, street sweeper operation, light fixture cleaning, traffic signal repair, etc. They may interfere with normal traffic in the form of standing or slow-moving vehicles and equipment, or occasional movements into the normal right-of-way. The feature of simultaneous flashing of all turn signal lights should be used, augmented by oscillating or rotating lights, or flashing arrow signs mounted on the vehicle. For minor construction or maintenance operations requiring 15 minutes or less, the work vehicle itself with high visibility color or reflective markings mounted on the vehicle and warning lights described above, will usually be adequate.

The following safety procedures are established:

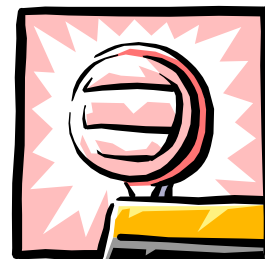
1. No City street shall be

**Figure 5-1
Component Parts of a Temporary Traffic Control Zone**



completely closed for utilities repair work without prior approval of the Director of Public Works and adequate notice to the Police Department and Fire Department.

2. When City work crews must perform emergency repair work in a posted traffic lane during peak traffic periods (6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m.), the Director of Public Works and the Traffic Engineer shall be notified as to location, time work started, and estimated time of completion.
3. If an open cut is left in a posted traffic lane when work is stopped or suspended for any reason, a steel plate cover, of sufficient strength to sustain normal traffic loads should be placed over the cut and anchored. If a cut cannot be covered and must be left overnight, signs and barricades shall be left in place, adequate lighting shall be provided, and the Street Maintenance Superintendent shall be consulted.
4. Mobile equipment used for maintenance and repair work in City streets shall be equipped with flashing or rotating lights.
5. When a portion of a street has been closed for maintenance and repair work and construction equipment must be intermittently operated in lanes left open to traffic, a crew member shall be provided to control traffic.
6. Any obstruction of a public right-of-way by City work crews for maintenance and repair work exceeding 15 minutes duration shall be signed and barricaded according to basic traffic warning principles.



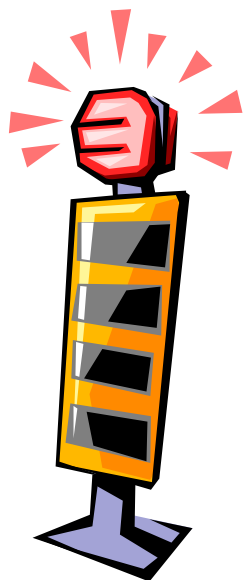
Traffic Warnings

All traffic controls in work zones shall comply with the State of California Manual of Traffic Controls.

1. Protection of hazards such as large holes, soft patches, windows, etc.
 - a. Place signs in advance of hazard.
 - b. Protect holes and patches with barricades at the hazard.
 - c. Where flags are used to mark a hazard, they shall be replaced by signs as soon as possible.
2. Removal of temporary signs:
 - a. Signs placed solely for the protection of workers shall be removed at the end of the day's work.

- b. Signs to warn of temporary hazards (bump, one-way traffic, etc.) shall be removed as soon as the hazard has been eliminated.

3. Protection of employees working on roadway:



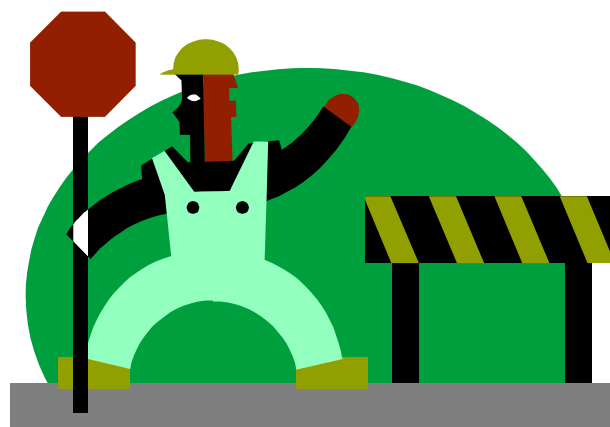
- a. Warning signs shall be placed in advance of the work in both directions during crack-filling operations.
- b. Work shall be done on one-half of the roadway at a time when patching and/or filling cracks, etc.
- c. Members of the flag crew shall be used where the amount or speed of traffic warrants.

4. Members of the flag crew should:

- a. Stand near enough to the employees being protected so there is no doubt as to the flag crew's purpose.
- b. Stay not less than 100 feet from the employees unless conditions make this impossible.
- c. Stand on the shoulder, to the right of approaching traffic.
- d. To stop traffic:
 - (1) Hold the flag stationary, extended into the traffic lane, until the car has stopped.
 - (2) Speak to the driver, if necessary, and give the signal to proceed with the free hand.
- e. To slow traffic:
 - (1) Hold flag stationary, extended into the traffic lane, until the car has slowed sufficiently.
 - (2) Then lower flag and give signal to proceed with free hand.

5. Flagging traffic at night:

- a. Use a bright red lantern or flashlight.
- b. To stop traffic, wave the light back and forth until the vehicle has stopped.
- c. Give the signal to proceed with your free hand or by speaking to the driver.



SECTION IX - LADDERS

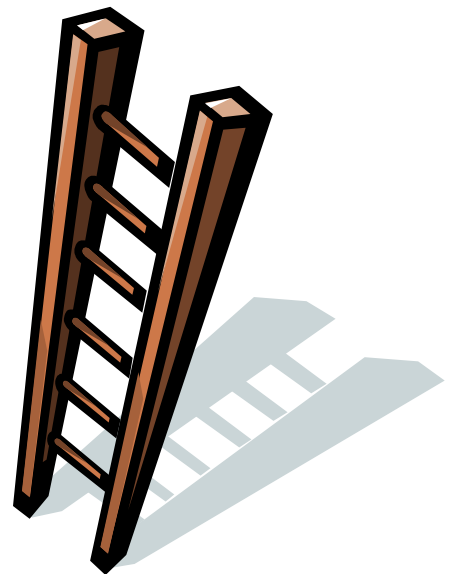
LADDERS

Electrocution and free falls are the two most critical types of injuries on ladders. Other hazards include: splinters, slivers, and slips resulting in sprains and strains, bruises and abrasions.

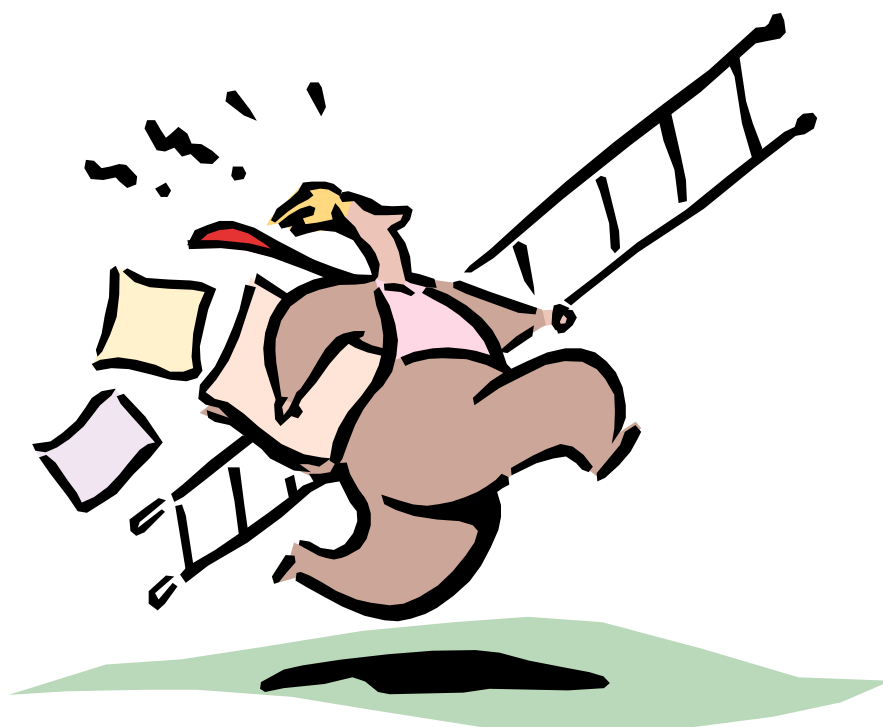
The following safety procedures will prevent accidents and possible injury:

Ladders

1. Metal ladders shall not be used in the vicinity of electrical circuits.
2. Periodically inspect wooden ladders. Wooden ladders shrink over a period of time. In a stepladder, this may cause steps or back bar members to become loose. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and steadiness.
3. Wooden ladders or scaffold planks should not be painted as defects may be covered by paint. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.
4. Nonskid feet shall be used on all straight and extension ladders.
5. Straight ladders form a triangle when placed against the wall or objects for climbing. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical (i.e., if the ladder is leaned against a wall eight feet high, the feet should be set two feet from the wall).
6. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Step ladders must not be used as straight ladders; they are not designed for this purpose.
7. If the bottom of a ladder is placed on an insecure surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.
8. Never stand on the top step of a step ladder to work.
9. Only one person shall be on a ladder at a time.



10. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials, or suspend them suitably in a tool belt.
11. Always face a ladder when ascending or descending it and have free use of both hands.
12. Clean muddy or slippery shoes before climbing.
13. Keep rungs clean and free of grease and oil.
14. If it is necessary to place a ladder near a door or where there is potential traffic, set up warning signals or take other precautions to prevent accidental contact that might upset the ladder.



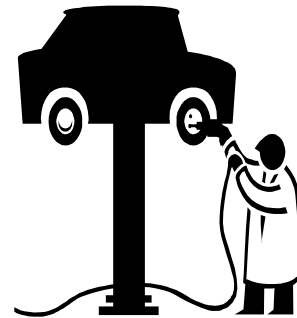
SECTION X - MOTOR VEHICLES

MOTOR VEHICLES AND MOBILE EQUIPMENT

City vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. They have what advertising employees call high exposure. In our relationship with other motorists and pedestrians while operating City vehicles, we control an important influence upon good or bad public relations with the City. By courteous, considerate driving habits we build good public relations if we apply the principles of defensive driving to avoid accidents.

The following safety procedures are established:

1. The City shall maintain all vehicles in safe operating condition through preventative maintenance.
2. All employees shall verify the safe operating condition of any vehicle or mobile equipment they are assigned to drive. Employees shall report all operating defects or problems to the Equipment Garage as soon as possible.



To verify the safe operating condition of a vehicle or other piece of mobile equipment, employees shall perform a safety check each day of at least the following items:

- Horn
 - Mirrors
 - Windshield washers and wipers
 - Seat belts
 - All lights and signals (dash check only)
 - Brakes (pedal check only)
 - Specialized equipment such as backup alarms, dump lights, light bars, hydraulic systems, wheel chocks, etc.
3. Position all adjustments for safe driving before putting the vehicle into gear such as the seat and inside and outside mirrors.
 4. Drivers of City vehicles must possess a valid California Driver's License and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. All City employees shall obey the California Vehicle Code. The City of Chula Vista will receive a DMV printout annually and will be notified with any activity to your driving record. No City employee shall operate a vehicle with a revoked or suspended driver license on City time for City business.

5. Always drive responsibly, exercise patience, respect traffic laws and anticipate other drivers' movements to prevent vehicle accidents. Adopt emotional detachment while driving to encourage objective decision-making. EXPECT THE UNEXPECTED – stay alert. Constantly scan the road to see "the big picture". Pay attention to "stale" green lights and prepare to stop. Keep a space cushion around your vehicle and maintain a safe following distance. Avoid acts of discourtesy to others. Prevent falling victim to road rage.
6. Load security:
 - a. Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
 - b. Drawers in moveable trucks shall always be secured before the truck is driven.
 - c. All tower equipment (ladder trucks, aerial buckets, etc.) will be checked and secured prior to the movement of the vehicle.
 - d. Only materials and equipment necessary to carry on City work will be transported in or on City vehicles.
7. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed, and driving conditions. Always read warning labels on prescription drugs and over-the-counter medications, such as "may cause drowsiness" or "avoid driving a motor vehicle."
8. All persons who drive or ride in City vehicles will, in all cases, properly wear the installed seat belts.
9. Supervisors are responsible for insuring that all their employees are utilizing the installed seat belts.
10. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person.
11. Parking vehicles:
 - a. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed and emergency brakes set, and be left in gear.

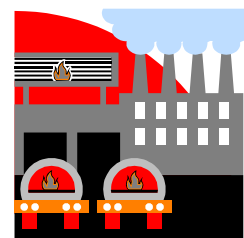


- b. If on a downgrade, turn front wheels towards the curb. If on an upgrade, turn away from the curb. Set brakes, and leave transmission in "park" before leaving the driver's seat.
 - c. To prevent injury and property damage from a vehicle rolling away, place chock blocks snugly against the tire tread of the driver's rear wheel to prevent injury and property damage from a vehicle rolling away. Remember to complete a walk around inspection before removing chock blocks and backing.
 - d. Vehicles **will not** be parked on the wrong side of the street facing traffic except in case of emergency.
 - e. When trucks or vehicles must be stopped on streets or highways, adequate warning signals must be used and also a member of the flag crew, if traffic warrants.
 - f. Turn signals will not be used as a parking warning.
 - g. Before leaving the curb look to see that no cars are approaching from either direction, and signal your intention.
12. When backing up a vehicle, be sure the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound horn while backing when necessary. If there is another employee along, the other employee should get out and direct traffic.
 13. Adopt the following practices to conserve fuel while driving:
 - Accelerate moderately
 - Drive at moderate speeds
 - Anticipate hills and grades
 - Warm up the vehicle's engine
 - Avoid engine idling
 - Maintain tire pressure
 - Don't transport excess weight
 - Avoid short trips
 - Don't ride the brakes
 14. Drivers must be particularly alert while driving near children. Children must be kept from playing in or about City owned vehicles. While working in areas such as parks, playgrounds, swimming pools, or community centers, drivers will be especially watchful for children and will drive carefully and slowly at all times.
 15. Stay within posted speed limits. Slow down when conditions warrant.



16. Do not assume the right-of-way. The driver who has the last chance to avoid an accident may be the driver with legal responsibility. **DON'T BE PUSHY; YIELD OR STOP.**
17. Keep a distance behind other vehicles so as to avoid tailgating. Do not allow others to tailgate. Slow down, pull over to the side, and let the tailgater pass.
18. Signal intentions at least 100 feet in advance, including change in lanes, and actual change in directions. Avoid sudden braking.
19. Turn on low beam headlights during dark periods of the day, such as during rainstorms and fog. Headlights should be "on" one-half hour before sunset until one-half hour after sunrise. When driving at night or dusk, never drive with only parking lights on. The City encourages using headlights at all times.
20. Special precautions must be taken when work is done in close proximity to traffic. Sometimes work interferes with the normal flow of traffic, posing an obstacle to motorists. Become familiar with the City's approved Traffic Control Plans. Always attempt to park off the roadway rather than in traffic lanes. If your vehicle breaks down in traffic, alert oncoming traffic with emergency flashers or flares.

21. Filling tanks:
 - a. Shut off the motor of the equipment.
 - b. Do not smoke or use cell phones near gasoline pumps.
 - c. Keep the hose nozzle against the edge of filler pipe.
 - d. To avoid spilling gasoline, do not fill tank too fast or too full.



22. In the event of an accident involving City-owned vehicles, the following procedure will be followed:

A. DO:

1. In the event of personal injuries to another party, it is your legal duty to see that the injured party receives "first aid." This is not an admission of liability. Call emergency services if there are injuries as soon as possible. Any injury must be reported to Risk management at 691-5096 if anyone is injured.



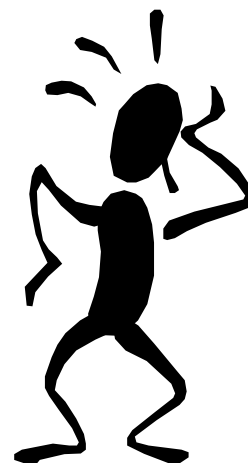
2. Report **ALL** accidents to the Chula Vista

Police Department as soon as possible. Police are to arrive on scene. All accidents should also be promptly reported to your supervisor.

3. Obtain full information to assist the police in completing the accident report. Report carefully the position of the respective cars, the location and length of any skid marks, the distance traveled by each car after the collision and any unusual conditions of the roadway, the vicinity, or the respective cars involved. This information is important in placing responsibility for the accident.
4. Make sure to get insurance information from the other driver(s) involved.
5. Record the name, address, age, and telephone numbers of **ALL** witnesses, including occupants of the other car. If a name or address is refused or cannot be obtained, get the house number if they live nearby, license number of their car, or if a police officer or other numbered employee of a firm, get their number.
6. Complete the vehicle accident report, form (A-139), found in the glove compartment of your vehicle.
7. Forward all accident related material including injury information to the Risk Management Division of Human Resources within 24 hours of the accident.
8. Damages over \$500 must be reported to the DMV.

B. DO NOT:

1. Make admission as to your negligence or fault for **ANY** accident, and under no circumstances assume any liability or authorize any repairs on the other party's automobile.
2. Take part in any altercation or argument with the other party.
3. Sign any statement or discuss the accident with any adjuster, attorney or representative of the injured or damaged party. Refer all claimants the Human Resources Department. If you are liable, their claim will be promptly taken care of.



SECTION XI - FORKLIFTS

INDUSTRIAL TRUCKS AND FORKLIFTS

1. Do not operate any powered industrial truck unless you are trained and authorized to do so.
2. Forklift drivers should read and understand the posted operating rules. If you do not understand the rules, ask your supervisor.
3. Industrial trucks must be inspected at the beginning of each shift. Report any defects to your supervisor.
4. Stunt driving and horseplay are prohibited.
5. No passengers are allowed on forklifts.
6. Do not pass the forks, attachments or loads over anyone's head, or allow anyone to get beneath them.
7. Do not put hands, arms, legs or head outside the running lines of the truck or between mast uprights.
8. Before entering a highway truck, make sure the brakes have been set and the wheels are chocked.
9. Do not use a forklift to elevate a person unless it is equipped with a personnel cage.



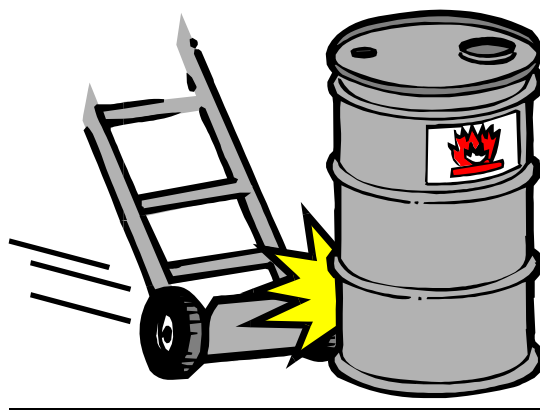
CITY STORES OPERATIONS

1. Only use box cutters that have blade covers; razor blades and knives are not to be used for slitting cartons.
2. Do not climb on racks; use the ladders provided.
3. Aisles are to be kept clear; do not stack materials in front of electrical panel boxes, fire equipment or exits.

SECTION XII - CHEMICAL EXPOSURES

CHEMICAL EXPOSURES

1. Sanitation workers must wear the following personal protective equipment when handling caustics: gloves, goggles, aprons and boots.
2. Lab technicians may only dispense solvents under the hood; technicians are required to wear gloves and goggles.
3. Read and become familiar with the information contained in the Material Safety Data Sheets for the chemicals used in your area. If you have any questions, ask your supervisor.
4. Do not eat or smoke in areas where hazardous chemicals are stored or used.
5. Become familiar with the emergency procedures and the location of emergency equipment to be used in the event of a hazardous material spill.
6. Do not transfer chemicals into unlabeled containers.
7. Hazardous waste must be labeled and dated. A manifest must be obtained to dispose of waste with a certified waste disposal company.



APPENDIX SECTIONS

TRAINING REQUIREMENTS IN CALIFORNIA CODE OF REGULATIONS TITLE 8

Specific requirements for employee instruction or training are contained in Title 8 of the *California Code of Regulations*, and are listed sequentially here by their subject titles.

CCR T8 Construction Safety Orders

- 5101 (a) Safety Instructions for Employees
- 1510 (c) Hazardous Materials Instruction
- 1512 (b) Appropriately Trained Person for First Aid
- 1512 (1) Written Plan (Emergency Medical Service. Appropriately Trained Persons)
- 1531 (c) Respiratory Protective Equipment
- 1532 Confined Space (see CCR T8, 5157 General Industry Safety Orders)
- 1637 (k)(1) Scaffold Erection and Dismantling
- 1662 (a) Boatswains Chairs
- 1585 (a)(1) Powder Actuated Tools, Operator and Instructor
- 1585 (b)(1) Qualifications
- 1599 (f) Vehicle Traffic Control, Flaggers, Barricades and Warning Signs
- 1739 (k)(1) Use of Fuel Gas (Liquid Propane)
- 1801 (a) Ionizing Radiation, High Voltage Electrical Safety Orders
- 2940 Work Procedures (Inspection of Safety Devices)

CCR T8 General Industry Safety Orders

- 3203 (a)(1) Accident Prevention Program
- 3220 (g) Emergency Action Plan
- 3221 (d) Fire Prevention Plan
- 3282 (f) Window Cleaning Operations
- 3286 (f)(2) Boatswains Chairs
- 3314 (a) Cleaning, Repairing Servicing and Adjusting Prime Movers, Machinery and Equipment
- 3326 (c) Servicing Single, Split and Multi Piece Rims or Wheels
- 3333 (d) Blue Stop Signs (Railcars)
- 3400 (b) Medical Service and First Aid
- 3411 (c) Private Fire Brigades
- 3421 (c)(f) Tree-work Maintenance and Removal
- 3439 (b) Agricultural Operations, First Aid
- 3441 (a) Operation of Agricultural Equipment, Operating Instructions Marine Terminal Operations
- 3463 (b)(5)(A) Respiratory Protective Equipment (reference to 5144)
- 3464 (a)(1) Accident Prevention and First Aid
- 3472 (b)(1) Qualification of Machinery Operation
- 3638 (d) Elevating Work Platform
- 3648 (1)(7) Aerial Devices (Towering)
- 3657 (h) Elevating Employees with Lift Trucks
- 3664 (a)(1) Operating Rules (Industrial Trucks)
- 4203 (b) Power Press Operation
- 4243 (a)(6) Forging Machinery and Equipment
- 4355 (a)(2) Operating Rules for Compaction Equipment
- 4402 Pulp and Paper Mills
- 4445 (3) Hand-fed Engraving Press
- 4494 (a) Operating Rules, Laundry and Dry Cleaning

4799 (a) Training of Operators, Gas Systems and for Welding and Cutting
 4848 (a) 21 Fire Prevention and Suppression Procedure
 5006 (a) Crane, Hoists, Derrick Operators Qualifications
 5099 (a) Control of Noise Exposure
 5144 (c) Respiratory Protective Equipment
 5154 (j)(1) Open Surface Tank Operations
 5157 (b) Confined Spaces
 5166 (a) Cleaning, Repairing or Altering Containers
 5185 (a) Changing and Charging Storage Batteries
 5190 (l) Cotton Dust
 5194 (b)(1) Hazard Communication. Employee Information and Training
 5208 (h)(1) Asbestos
 5209 (d)(5)(j) Carcinogens
 5210 (j) Vinyl Chloride
 5211 (t)(1) Coke Oven Emissions
 5212 (r)(1) 1, 2 Dibromo-3 Chloropropane (DBCP)
 5213 (o)(1) Acrylonitrile (AN)
 5214 (m)(1) Inorganic Arsenic
 5215 (j)(1) 4, 4-Methylenebis (2-Chloroaniline MBOCA)
 5216 (l)(1) Lead
 5217 (n) Formaldehyde
 5218 (j)(3) Benzene
 5219 (j) Ethylene Dibromide
 5220 (l)(1) Ethylene oxide (EtO)
 5221 (c) Fumigation: General
 5229 Protection (Labels)
 5239 Handle or Transport Explosives
 5322 Manufacture of Explosives and Fireworks
 5571 (g) Service Stations (Portable Fire Extinguishers)
 6052 (d)(1) Diving Operations (Dive Team Training)

Fire Protection

6151 (g)(1) Portable Fire Extinguishers
 6165 (f)(2)(f) Standpipe and Hose Systems
 6175 (a)(10) Fixed Extinguishers Systems

IIPP FORM 1

State of California EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	Please complete in triplicate (type, if possible). Mail two copies to: <div style="text-align: center;"> TRISTAR CLAIMS ADMINISTRATION P.O. Box 2028 Los Angeles, CA 90051-0068 P.O. Box 11967 P.O. Box 881267 P.O. Box 277490 Santa Ana, CA 92711-1967 San Diego, CA 92168-1267 Sacramento, CA 95827-7490 </div>	OSHA Case No. <input type="checkbox"/> Fatality				
<div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 30%;"> For your protection, California law requires the following to appear on this form: Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. </div> <div style="width: 65%;"> NOTICE: California law requires employers to report within five days of knowledge of every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury/illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health. </div> </div>						
EMPLOYER	1. FIRM NAME	1A. POLICY NUMBER	DO NOT USE THIS COLUMN			
	2. MAILING ADDRESS (Number and Street, City, ZIP)	2A. PHONE NUMBER				
	3. LOCATION, IF DIFFERENT FROM MAILING ADDRESS (Number and Street, City, ZIP)	3A. LOCATION CODE				
	4. NATURE OF BUSINESS, e.g., painting contractor, wholesale grocer, sawmill, hotel, etc.	5. STATE UNEMPLOYMENT INSURANCE ACCT. NO.				
	6. TYPE OF EMPLOYER <input type="checkbox"/> PRIVATE <input type="checkbox"/> STATE <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> SCHOOL DIST. <input type="checkbox"/> OTHER GOVERNMENT - SPECIFY _____					
EMPLOYEE	7. EMPLOYEE NAME	8. SOCIAL SECURITY NUMBER	9. DATE OF BIRTH (mm dd yy)	Sex		
	10. HOME ADDRESS (Number and Street, City, ZIP)		10A. PHONE NUMBER	Age		
	11. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	12. OCCUPATION (Regular job title - NO initials, abbreviations or numbers)		13. DATE OF HIRE (mm dd yy)	Daily hours	
	14. EMPLOYEE USUALLY WORKS hours per day days per week total weekly hours	14A. EMPLOYMENT STATUS (check applicable status at time of injury) regular full-time part-time temporary seasonal		14B. Under what class code of your policy were wages assigned?	Days per week	
	15. GROSS WAGES SALARY \$ _____ per _____	16. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g., tips, meals, lodging overtime, bonuses, etc.)? <input type="checkbox"/> YES, \$ _____ per _____ <input type="checkbox"/> NO		Weekly hours		
INJURY OR ILLNESS	17. DATE OF INJURY OR ONSET OF ILLNESS (mm dd yy)	18. TIME INJURY/ILLNESS OCCURRED _____ A.M. _____ P.M.	19. TIME EMPLOYEE BEGAN WORK _____ A.M. _____ P.M.	20. IF EMPLOYEE DIED, DATE OF DEATH (mm dd yy)	Weekly wage	
	21. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO	22. DATE LAST WORKED (mm dd yy)	23. DATE RETURNED TO WORK (mm dd yy)	24. IF STILL OFF WORK, CHECK THIS BOX <input type="checkbox"/>	County	
	25. PAID FULL WAGES FOR DAY OF INJURY OR LAST DAY WORKED? <input type="checkbox"/> YES <input type="checkbox"/> NO	26. SALARY BEING CONTINUED? <input type="checkbox"/> YES <input type="checkbox"/> NO	27. DATE OF EMPLOYER'S KNOWLEDGE/NOTICE OF INJURY/ILLNESS (mm dd yy)		28. DATE EMPLOYEE WAS PROVIDED EMPLOYEE CLAIM FORM (mm dd yy)	Nature of injury
	29. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS, if available, e.g., second degree burns on right arm, tendonitis of left elbow, lead poisoning.				Part of body	
	30. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City)		30A. COUNTY	30B. ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO	Source	
	31. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g. shipping department, machine shop.		32. OTHER WORKERS INJURED/ILL IN THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		Event	
	33. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., acetylene, welding torch, farm tractor, scaffold.				Sec. Source	
	34. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., welding seams of metal forms, loading boxes onto truck.				Extent of injury	
	35. HOW INJURY/ILLNESS OCCURRED, DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g., worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY.					
	36. NAME AND ADDRESS OF PHYSICIAN (Number and Street, City, ZIP)				36A. PHONE NUMBER	
37. IF HOSPITALIZED AS AN INPATIENT, NAME AND ADDRESS OF HOSPITAL (Number and Street, City, ZIP)				37A. PHONE NUMBER		
Completed by (type or print) _____ Signature _____ Title _____ Date _____						

FORM 5020 (REV.6)
1992

FILING OF THIS REPORT IS NOT AN ADMISSION OF LIABILITY

IIPP FORM 2A

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION



Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN AL TRABAJADOR

**EMPLOYEE'S CLAIM FOR
WORKERS' COMPENSATION BENEFITS**

If you are injured or become ill because of your job, you may be entitled to workers' compensation benefits.

Complete the "Employee" section and give the form to your employer. Keep the copy marked "Employee's Temporary Receipt" until you receive the dated copy from your employer. You may call the Division of Workers' Compensation at 1-800-736-7401 if you need help in filling out this form or in obtaining your benefits. An explanation of workers' compensation benefits is included on the back of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

For your protection, California law requires the following to appear on this form.
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

**PETICIÓN DEL EMPLEADO PARA BENEFICIOS
DE COMPENSACIÓN DEL TRABAJADOR**

Si Ud. se ha lesionado o se ha enfermado a causa de su trabajo, Ud. tiene derecho a recibir beneficios de compensación al trabajador. Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia fechada de su empleador. Si Ud. necesita ayuda para completar esta forma o para obtener sus beneficios, Ud. puede hablar con la División de Compensación al Trabajador llamando al 1-800-736-7401. En la parte de atrás de esta forma se encuentra una explicación de los beneficios de compensación al trabajador.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Para su protección, la ley de California requiere que lo siguiente aparezca en esta forma.
Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía."

Employee:	Empleado:
1. Name. <i>Nombre.</i> _____	Today's Date. <i>Fecha de Hoy.</i> _____
2. Home Address. <i>Dirección Residencial.</i> _____	
3. City. <i>Ciudad.</i> _____	State. <i>Estado.</i> _____
4. Date of Injury. <i>Fecha de la lesión (accidente).</i> _____	Time of Injury. <i>Hora en que ocurrió.</i> _____ a.m. _____ p.m.
5. Address and description of where injury happened. <i>Dirección/lugar dónde ocurrió el accidente.</i> _____	
6. Describe injury and part of body affected. <i>Describe la lesión y parte del cuerpo afectada.</i> _____	
7. Social Security Number. <i>Número de Seguro Social del Empleado.</i> _____	
8. Signature of employee. <i>Firma del empleado.</i> _____	
Employer—complete this section and give the employee a copy immediately as a receipt. Empleador—complete esta sección y déle inmediatamente una copia al empleado como recibo.	
9. Name of employer. <i>Nombre del empleador.</i> CITY OF CHULA VISTA	
10. Address. <i>Dirección.</i> 276 FOURTH AVE., CHULA VISTA, CA 91910	
11. Date employer first knew of injury. <i>Fecha en que el empleador supo por primera vez de la lesión o accidente.</i> _____	
12. Date claim form was provided to employee. <i>Fecha en que se le entregó al empleado la petición.</i> _____	
13. Date employer received claim form. <i>Fecha en que el empleado devolvió la petición al empleador.</i> _____	
14. Name and address of insurance carrier or adjusting agency. <i>Nombre y dirección de la compañía de seguros o agencia administradora de seguros.</i> TRISTAR, POB 600630, SAN DIEGO, CA 92160-630	
15. Insurance Policy Number. <i>El número de la póliza del Seguro.</i> SELF-INSURED	
16. Signature of employer representative. <i>Firma del representante del empleador.</i> _____	
17. Title. <i>Título.</i> _____	18. Telephone. <i>Teléfono.</i> _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

ORIGINAL (EMPLOYER'S COPY)
DWC Form 1 (REV. 1/94)

Empleador: Se requiere que Ud. feche esta forma y que propée copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

ORIGINAL (COPIA DEL EMPLEADOR)
DWC Forma 1 (REV. 1/94)

IIPP FORM 2B**CITY OF CHULA VISTA****Employee's Report of Injury / Illness**

(Complete and present to Supervisor within 24 hours of injury/illness)

Name: _____ Dept/Position: _____
 Date of Birth: _____ Home address: _____
 Phone Number: _____
 Date of injury/illness: _____ Time of day: _____ Did it occur on employer's premises? ☐ yes ☐ no
 Location where injury/illness occurred (address): _____

Describe injury or illness: _____ Body part(s) affected: _____
 Did you see a physician? ☐ YES ☐ NO Were you hospitalized? ☐ YES ☐ NO
 Name/address of physician: _____
 Name/address of hospital: _____
 Name(s) of witness(es): _____

How did this injury/illness occur? _____

What factors do you think could have contributed to your injury/illness? Mark ALL that apply:

- | | | |
|--|--|---|
| <p>PROCEDURES</p> <p><input type="checkbox"/> None developed
 <input type="checkbox"/> Developed but not understood
 <input type="checkbox"/> Developed but not trained</p> <p><input type="checkbox"/> Developed but not accurate
 <input type="checkbox"/> Developed but unable to follow</p> <p>COMMUNICATION</p> <p><input type="checkbox"/> Insufficient planning
 <input type="checkbox"/> Breakdown in communication between workers
 <input type="checkbox"/> " " workers and supervisor
 <input type="checkbox"/> " " between work teams
 <input type="checkbox"/> Confusion after communication</p> <p>PUBLIC SAFETY ONLY</p> <p><input type="checkbox"/> Due to high risk nature of activity (explain): _____
 _____</p> | <p>HAZARDS</p> <p><input type="checkbox"/> Created by man
 <input type="checkbox"/> Created by external factors
 <input type="checkbox"/> Documented but not repaired</p> <p><input type="checkbox"/> Unidentified
 <input type="checkbox"/> Identified but accepted
 <input type="checkbox"/> Repaired but deficient repair
 <input type="checkbox"/> Conditions changed without
 <input type="checkbox"/> Improper communication
 <input type="checkbox"/> Lack of communication</p> <p>IN A HURRY</p> <p><input type="checkbox"/> Insufficient planning
 <input type="checkbox"/> Employee perceived need
 <input type="checkbox"/> Friendly competition
 <input type="checkbox"/> Due to external factors
 <input type="checkbox"/> Workload too heavy
 <input type="checkbox"/> Lack of teamwork
 <input type="checkbox"/> Taking shortcuts</p> | <p>TRAINING</p> <p><input type="checkbox"/> Insufficient training
 <input type="checkbox"/> Circumstances not addressed in training
 <input type="checkbox"/> Tool used incorrectly</p> <p>FACILITIES/EQUIP</p> <p><input type="checkbox"/> Faulty equipment
 <input type="checkbox"/> Poor design
 <input type="checkbox"/> Corrosion or wear
 <input type="checkbox"/> Ergonomic Factors</p> <p>OTHER FACTORS</p> <p><input type="checkbox"/> Weather or Temperature
 <input type="checkbox"/> Working long hours
 <input type="checkbox"/> Physical overexertion
 <input type="checkbox"/> Personal protective equipment
 <input type="checkbox"/> Improper body position</p> |
|--|--|---|

How do you think this injury/illness could have been prevented? _____

Employee Signature

Date

IIPP FORM 3**CITY OF CHULA VISTA****Supervisor's Injury/ Illness Investigation Report**

(Complete and submit to Department Payroll Clerk with Employee's Claim for Workers' Compensation Benefits-DWC 1)

Supervisor's Name: _____ Dept/Position: _____

Date informed of employee's injury: _____ Date of employee's interview with supervisor: _____

How were you made aware of employee's injury: _____

Witness(es) interviewed: _____

How long has employee performed this job? _____ Was the employee trained? ☐ Yes ☐ No

Nature and extent of injury: _____

How did this injury/illness occur? _____

CONTRIBUTING FACTORS (mark all that apply): **INCOMPLETE REPORTS WILL NOT BE ACCEPTED****PROCEDURES**

- ☐ None developed
☐ Developed but not understood
☐ Developed but not trained
☐ Developed but not accurate
☐ Developed but unable to follow

COMMUNICATION

- ☐ Insufficient planning
☐ Breakdown in communication
Between workers
☐ " " workers and supervisor
☐ " " between work teams
☐ Confusion after communication

PUBLIC SAFETY ONLY

- ☐ Due to high risk nature of
Activity (explain): _____

HAZARDS

- ☐ Created by man
☐ Created by external factors
☐ Documented but not repaired
☐ Unidentified
☐ Identified but accepted
☐ Repaired but deficient repair
☐ Conditions changed
☐ Improper communication
☐ Lack of communication

IN A HURRY

- ☐ Insufficient planning
☐ Employee perceived need
☐ Friendly competition
☐ Due to external factors
☐ Workload too heavy
☐ Lack of teamwork
☐ Taking shortcuts

TRAINING

- ☐ Insufficient training
☐ Circumstances not addressed in
training
☐ Tool used incorrectly

FACILITIES/EQUIP

- ☐ Faulty equipment
☐ Poor design
☐ Corrosion or wear
☐ Ergonomic Factors

OTHER FACTORS

- ☐ Weather or Temperature
☐ Working long hours
☐ Physical overexertion
☐ Personal protective equipment
☐ Improper body position

MAJOR CAUSE OF INJURY/ ILLNESS (choose one):

☐ **PROCEDURES**☐ **HAZARDS**☐ **TRAINING**☐ **OTHER:**☐ **COMMUNICATION**☐ **IN A HURRY**☐ **FACILITIES/ EQUIP**Preventative recommendations AND corrective actions: _____

Signed: _____ Date: _____

SAFETY COMMITTEE COMMENTS

Why did this happen? _____

WHY? _____ WHY? _____

WHY? _____ WHY? _____

Corrective steps if indicated: _____

Corrective steps for sub-causes: _____

For Use With IIPP Form 3

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL		
1. Unsafe procedure	Hazardous process. No adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Defective equipment through use	Machines or equipment that have become rough, slippery, sharp edged worn, cracked, broken or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance
3. Improperly guarded equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection B. Check plans, blueprints, purchase orders, contracts and materials for safety C. Include guards in original design, order and contract D. Provide guards for existing hazards
4. Defective equipment through design	Failure to provide for safety in, the design, construction and installation of buildings, machinery and equipment. Too large, too small, not strong enough.	A. Source of supply must be reliable B. Check plans, blueprints, purchase orders, contracts and materials for safety C. Correct defects
5. Unsafe dress or apparel	Employee's failure to use goggles, hard hats respirators, safety shoes or other personal protective equipment.	A. Provide safe dress or apparel or personal protective equipment. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs
6. Unsafe housekeeping facilities	No suitable layout or equipment necessary for good house keeping shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping
7. Improper ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation
8. Improper illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination
BEHAVIORISTIC		
9. Lack of knowledge or skill	Unaware of safe practice: unpracticed, unskilled, not properly instructed or trained.	A. Job training
10. Improper attitude	Worker was properly trained and instructed, but he failed to follow instructions, was willful, reckless, absentminded, excitable, or angry.	A. Supervision B. Discipline
11. Physical Impairments	Worker has poor eyesight, impaired hearing, heart trouble, hernia, etc.	A. Proper placement of workers B. Identify workers with disabling injuries

IIPP FORM 4**CITY OF CHULA VISTA
Witness Report of Injury/ Illness****(Complete and submit to the Supervisor of the Injured Employee)**

Name of Witness: _____ Dept/Position: _____

Name of injured employee: _____ Date & time injury observed: _____

Location where you observed the employee's injury: _____

Was the employee instructed on how to perform the task at hand? ☐ Yes ☐ No ☐ I don't know

Nature and extent of injury: _____

How did this injury/illness occur? _____

CONTRIBUTING FACTORS, Please check off all factors that you believe played a part in the employee's injury or illness:

PROCEDURES

- ☐ None developed
☐ Developed but not understood
☐ Developed but not trained
☐ Developed but not accurate
☐ Developed but unable to follow
☐ Inexperience in using
☐ _____

COMMUNICATION

- ☐ Insufficient planning
☐ Breakdown in communication between workers
☐ " " workers and supervisor
☐ " " between work teams
☐ Confusion after communication
☐ Improper/lack of communication

PUBLIC SAFETY ONLY

- ☐ Due to high risk nature of activity (explain): _____

HAZARDS

- ☐ Created by man
☐ Created by external factors (weather)
☐ Documented but not repaired
☐ Unidentified
☐ Identified but accepted
☐ Repaired but deficient repair
☐ Conditions changed without

IN A HURRY

- ☐ Insufficient planning
☐ Employee perceived need
☐ Friendly competition
☐ Due to external factors
☐ Workload too heavy
☐ Lack of teamwork
☐ Taking shortcuts

TRAINING

- ☐ Insufficient training
☐ Not addressed in training
☐ Tool used incorrectly

FACILITIES/EQUIP

- ☐ Faulty equipment
☐ Poor design
☐ Equipment not available
☐ Equipment not used properly
☐ Corrosion or wear
☐ Ergonomic Factors
☐ _____

OTHER FACTORS

- ☐ Weather or Temperature
☐ Working long hours
☐ Physical overexertion
☐ Personal protective equipment
☐ Improper body position
☐ End of shift
☐ New job duties
☐ Not at optimal health (i.e. cold)
☐ Exposure (i.e. TB or blood)
☐ _____
☐ _____

In your opinion what do you think was the MAJOR CAUSE OF INJURY/ ILLNESS (choose one):

- ☐ **PROCEDURES** ☐ **HAZARDS** ☐ **TRAINING** ☐ **OTHER:**
☐ **COMMUNICATION** ☐ **IN A HURRY** ☐ **FACILITIES/ EQUIP** _____

How do you think this injury/illness could have been prevented? _____

Signed: _____ Date: _____

IIPP FORM 5**EMPLOYEE SAFETY ORIENTATION**

NAME: _____ DATE EMPLOYED: _____

DEPARTMENT ASSIGNED: _____

JOB ASSIGNMENT: _____

The following items should be discussed during orientation:

_____ Company safety policies and programs - employee to be given a copy of the Injury and Illness Prevention Program and be required to read it.

_____ Safety rules, both general and specific to job assignment.

_____ Safety rule enforcement policy (disciplinary procedures).

_____ Where, when and how to report injuries.

_____ Where, when and how to report unsafe conditions.

_____ Review of fire and emergency evacuation plan.

_____ Location and use of fire extinguishers.

_____ Requirements for safe work clothing and footwear.

_____ Importance of housekeeping (spills, etc.)

_____ Special job hazards (chemicals, special precautions, etc.)

_____ Assignment and use of personal protective equipment

_____ Proper lifting procedures (include demonstration)

_____ Employee is certified in the following: _____

ADDITIONAL TRAINING REQUIREMENTS:_____

_____**IMPORTANT:** If employee is transferred to another job, a new safety orientation form should be completed.

SIGNED: _____ DATE: _____

Supervisor

SIGNED: _____ DATE: _____

Employee

IIPP FORM 5A**JOB SAFE PRACTICE ORIENTATION**
PRINT ALL INFORMATION

Employee Name	Employee Number	
_____	_____	
Job Title	<input type="checkbox"/> New Hire	<input type="checkbox"/> Transfer/ Change

Department Name	Dept. Number	Shift
_____	_____	_____
Date Orientation Started	Supervisor	
_____	_____	

SECTION I - FACILITY DISCUSSION

1. Safety Bulletin Boards/Posters.....	<input type="checkbox"/>	6. Storage of Hazardous Materials.....	<input type="checkbox"/>
2. Exits, Stairs and Signs.....	<input type="checkbox"/>	7. Storage of Supplies/Materials.....	<input type="checkbox"/>
3. Fire Extinguishing Equipment/Alarm.....	<input type="checkbox"/>	8. Disposal of Hazardous Materials.....	<input type="checkbox"/>
4. First Aid Supplies/Room.....	<input type="checkbox"/>	9. Disposal of Trash/Waste.....	<input type="checkbox"/>
5. Emergency Evacuation Procedures.....	<input type="checkbox"/>	10. High Risk. Hazardous. Dangerous Areas.....	<input type="checkbox"/>
Date Completed	Supervisor's Signature		
_____	_____		

SECTION II - PERSONAL SAFETY DISCUSSION

1. Eye Glasses. Goggles. Face Shields.....	<input type="checkbox"/>	5. Hard Hats / Caps.....	<input type="checkbox"/>
2. Shoes/Boots.....	<input type="checkbox"/>	6. Protective Leggings. Aprons. Clothing.....	<input type="checkbox"/>
3. Gloves.....	<input type="checkbox"/>	7. Respirators/Masks.....	<input type="checkbox"/>
4. Ear Plugs/Muffs.....	<input type="checkbox"/>	8. Decontamination Procedures.....	<input type="checkbox"/>
Date Completed	Supervisor's Signature		
_____	_____		

SECTION III - TOOLS, MACHINES AND EQUIPMENT INDOCTRINATION

In addition to a thorough discussion of safety rules, regulations and practices, Supervisors are required to conduct "hands on" demonstration(s) on the safe use of ALL power tools, machines and equipment to be used by the employee. Special instruction and emphasis will be given on guards and safety devices and MANDATORY use of them by the employee.

	<u>TOOL, MACHINE OR EQUIPMENT NAME</u>	<u>NUMBER/I.D.</u>	<u>DATE</u>	<u>SUPERVISOR'S INITIALS</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Date Completed _____ Supervisor's Signature _____

I have received demonstration(s) on the safe use of the tools, machines and equipment listed above and am aware that use of guards and safety devices is MANDATORY.

I understand that I will be subject to discipline if I operate any tool, machine or equipment with guard(s) or safety device(s) removed, disconnected or otherwise made inoperable. Also, I understand that I will be subject to discipline if I attempt to operate any tool, machine or equipment that is locked-out, tagged-out, being repaired or is otherwise designated as "out-of-service."

Employee's Signature _____ Date _____

IIPP FORM 6A**I. Employee Report of Unsafe Condition or Hazard**

Name: (optional) _____

Department : _____

Job Title: _____

Location of condition believed to be unsafe/hazardous:

_____Date and time the condition or hazard was
observed: _____

Description of unsafe condition or hazard:

What changes would you recommend to correct the condition or hazard?

Employee Signature: (optional) _____

Date: _____

IIPP FORM 6B

II. Management/Safety Committee Investigation

OF

Employee Report of Unsafe Condition or Hazard

Name of person investigating unsafe condition or hazard: _____

Results of investigation (What was found? Was condition unsafe or a hazard?) Attach additional sheets if necessary:

Proposed action to be taken to correct hazard or unsafe condition:

Signature of Investigating Party: _____

Date: _____

SUBJECT OF TRAINING/ "SAFETY THEME":

<input type="checkbox"/> Parks	<input type="checkbox"/> Trees	<input type="checkbox"/> Open Space	<input type="checkbox"/> HR	<input type="checkbox"/> Engineering	<input type="checkbox"/> Comm Dev
<input type="checkbox"/> Street Maint	<input type="checkbox"/> Traffic & Signs	<input type="checkbox"/> Custodial	<input type="checkbox"/> MIS	<input type="checkbox"/> Planning	<input type="checkbox"/> Nature Center
<input type="checkbox"/> Wastewater	<input type="checkbox"/> C&R	<input type="checkbox"/> Recreation	<input type="checkbox"/> Police	<input type="checkbox"/> Finance	<input type="checkbox"/> City Clerk
<input type="checkbox"/> Pumps	<input type="checkbox"/> Fleet Services	<input type="checkbox"/> Library	<input type="checkbox"/> Fire	<input type="checkbox"/> Build & Housing	<input type="checkbox"/> Administration

LOCATION OF TRAINING: _____

Name	Qualifications/Title
------	----------------------

[illegible]

IIPP FORM 8**SAFETY MEETING REPORT**

Date_____

Department_____

Division_____

Supervisor_____

Safety Subject_____

Names of Employees Present:

Injuries reviewed:

Vehicle collisions reviewed:

Suggestions/recommendations:

Action taken/Supervisor's comments:

Supervisor's signature:

Instructions to Supervisor:Keep this form on file in your office for one year as evidence of an ongoing Safety Program.

Instructions: Safety inspections are to be completed by authorized personnel on a monthly basis. A copy of the completed inspection checklist must then be forwarded to the Risk Management Division of Human Resources. All safety hazards discovered during the inspection must be reported immediately your safety committee representative

Check Appropriate Box **S:** satisfactory **UN:** Unsatisfactory **NA:** Not Applicable

<u>Building/Structures</u>				<u>Storage Facilities</u>								
FLOORS				BINS								
ROOFS				RACKS								
CEILING				CABINETS								
FENCING				SHELFS								
WALLS				CLOSETS								

Comments or Misc. items:

Inspectors Signature: _____ Date/Time: _____ Ext: _____

IIPP FORM 10**Job Safety Analysis (JSA) Form**

JOB/PROCEDURE: _____

DEPARTMENT: _____

DATE: _____ ANALYSIS BY: _____ REVIEWED BY: _____

APPROVED BY: _____

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (State whether required or recommend.):

- _____
- _____
- _____
- _____
- _____
- _____

TASK STEP (Sequence)	POTENTIAL HAZARDS (Job task difficulties: Environmental/Physical)	SAFE TASK PROCEDURE (Recommendations: Eng, Admin, PPE)

For Use With IIPP Form 10 CONDUCTING A JOB SAFETY ANALYSIS

Select the Tasks

Initially select those tasks with the worst safety records. Review workers' compensation statistics and OSHA 200 logs to determine which tasks have the highest incident rates. Examples could include:

- Servicing of lawnmower
- Stacking boxes
- Painting crosswalks

Define the Scope

Carefully determine the scope of the task. The task should be a specific job; not necessarily all the elements of an employee's job description.

Identify Steps

Organize the task into a sequence of logical steps.

Select and Brief the Employee

Select an employee to perform the task. The employee should be experienced in the job and willing to share his or her ideas. Tell the employee that he or she was selected on the basis of experience and capability. Explain to the employee that the task is being evaluated, not the employee; and the goal of the analysis is to make the job safer.

Identify Hazards

Observe the employee performing the task. Identify all real and potential environmental and physical hazards. These may include:

- Being struck by an object.
- Getting caught on, in, or between objects.
- Slipping or falling from one level to another.
- Causing a strain due to pushing, pulling, or lifting.
- Being exposed to environmental hazards, e.g., gases, vapors, mists, fumes, dust, heat, cold, or radiation.

Repeat the job observation until all hazards and potential accidents have been identified. Check with the observed employee to see if anything has been missed or overlooked.

Develop Solutions

After determining the environmental and physical hazards of a job, develop solutions to the hazards. The priority for correcting hazards should be engineering controls, administrative controls and lastly PPE. The principal means of eliminating hazards include:

- Finding a new way to do the job.
- Changing the physical conditions that create the hazards.
- Changing the job procedure to eliminate hazards.
- Questioning the necessity for or frequency of doing a hazardous task.

Prepare Procedures

When writing procedures, be specific and concrete. Do not say, "be careful" or "use caution." State exactly what needs to be done to eliminate accident potential. State specifically what to do and how to perform the procedure, e.g.:

"Place socket over spark plug. Exert slight pressure to ensure grip. Brace yourself against the body of the mower or take a stable stance with your feet to prevent loss of balance if the socket slips."

Review Procedures

Review the new procedures with workers. This review helps ensure that the proposed procedures are practical and usable.

Update Job Safety Analysis

Redo the job safety analysis when work procedures change, when close calls are reported or when injury rates increase.

